



OPERATIONAL GUIDELINES FOR THE USE OF THE CLOSED CIRCUIT TELEVISION (CCTV) SECURITY SYSTEM AT WILLIAMSTOWN HIGH SCHOOL

PURPOSE

The implementation of the CCTV security system at Williamstown High School is aimed at reducing the opportunity for people to commit **criminal activities** on the school premises both during and outside school hours.

CCTV will not be used for:

- Monitoring staff work performance
- Monitoring student performance
- Monitoring non-school areas or public places surrounding the College

GENERAL

Appropriate signage is placed around the College informing employees, students, the school community and members of the public at large that the College has a CCTV security system.

The installed CCTV, along with any future expansions to the system, will comply with legislative and departmental requirements and will not be set up in:

- Private locations such as toilets
- Change rooms
- Staff rooms
- Classrooms

SURVEILLANCE DATA

The college principal will be responsible for ensuring only authorised staff (College and Campus Principals) have access to surveillance data. Captured data must always be viewed by two authorised members of staff.

Surveillance data will only be accessed if there is a reasonable belief that an incident has occurred and that the data may assist in identifying what has occurred and who may be involved. Other forms of investigation will be explored prior to resorting to the use of surveillance data.

In all circumstances where criminal activity is detected from surveillance data, both the Police and Security Services Unit will be notified. Surveillance data will not be provided to any third party including staff, students and parents without the express approval of the Manager, Department of Education Security Services Unit.

Written records regarding the use of surveillance data for investigations will be entered on to the Student Management Tool (SMT).

Surveillance information will be erased after approximately 5 days unless required for a specific investigation.

Routine program and hardware management will be undertaken by the Facilities Manager who will ensure the CCTV system operates efficiently.

This policy was last ratified by School Council on 9th December 2014