



COLUMBA CATHOLIC COLLEGE

CHARTERS TOWERS

Shine at Columba

Closed Circuit Television Cameras (CCTV) Policy

Issued	June 2022	Replaces		Revision due	June 2024
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STATEMENT OF POLICY

We are committed to the promotion of a safe and secure environment for all of those within the College Community.

INTRODUCTION

This policy addresses Columba Catholic College's commitment in providing a safe and secure environment for the College community.

RATIONALE

The primary aim of installing and using CCTV is to enhance the safety and security of the College Community, protect College property against destructive acts and help identify perpetrators of crimes and anti-social behaviour. In this, the College recognises the need to ensure a balance between the individual's right to be free from invasion of privacy and the duty to promote a safe environment for all staff and students and the protection of property.

POLICY DIRECTIVE

1. CCTV is installed and used ethically across the College for the protection of the entire College community and property.
2. The College will establish and implement a process for managing, securing, accessing and storing the recorded information.
3. All footage will be kept on a designated, secure server. Footage will be kept for up to one month on this server.
4. Access to the CCTV footage is limited to authorised staff and authorised Police with a legitimate reason to view/or otherwise use the captured footage.
5. Columba Catholic College will demonstrate compliance with privacy and legislative requirements.
6. Footage will not be shared with any individual or entity, except where compelled by law or Queensland Police Service request.
7. Appropriate warning signs will be placed throughout the College grounds and facilities to alert visitors that the College is under constant surveillance.
8. CCTV is prohibited for use in:
 - monitoring of work performance of staff and students
 - toilets, shower, dormitory rooms and change rooms or staffrooms.

Last Reviewed: September 2022

Review Date: September 2024