



CLOSED CIRCUIT TELEVISION (CCTV) POLICY

Purpose:	Promotion of safe environment for all of those within the College community. 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.	
Scope:	Students, parents/guardians and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Approved	Supersedes N/A
Authorised by:	Principal	Date of Authorisation: August 2020
References:	St Patrick's College Townsville Privacy Policy	
Review Date:	Every 2 years	Next Review Date: February 2025
Policy Owner:	St Patrick's College Townsville	

Policy Statement

St Patrick's College Townsville is committed to ensuring that the College environment is safe and secure, and fulfil duty of care to students, staff and visitors. The CCTV system exists to assist the College to fulfil these obligations and to prevent and manage other inappropriate behaviour on College grounds.

It is expected that the community will generally support CCTV surveillance at St Patrick's College Townsville provided that the circumstances warrant its use, adequate consultation has occurred and that installation has been carefully planned.

CCTV strengthens the College's security by providing an appropriate level of surveillance of the College grounds and assists the College to take all reasonable steps to prevent reasonably foreseeable harm on and or of College premises (duty of care). CCTV provides enhanced capability to protect the College's assets against vandalism and theft. The presence of CCTV cameras deters misconduct and inappropriate behaviour.

Appropriate signage is placed throughout College grounds and facilities to alert all who enter that the College is under constant surveillance.

Use of CCTV Footage

Consistent with the College's obligations set out above, St Patrick's College Townsville may use CCTV cameras to prevent and verify incidents involving:

- Criminal behaviour – of anyone on College grounds (including damage to College buildings and property).
- The health & wellbeing of a College or community member who has been harmed or put at risk.
- Other inappropriate behaviour.

When the College uses CCTV footage to verify an incident in any of the ways set out above, that footage then constitutes a 'record'.

CCTV cameras are not used to monitor the quality of teaching.

CCTV cameras are not used in toilets, showers and change rooms or staffrooms.

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TOWNSVILLE

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Access to CCTV Footage

CCTV footage is only accessed for the purposes as set out above and only by the following staff:

- Principal (any other authorised people eg: members of the College Leadership Team, College IT Department, Facilities Manager, Security Personnel – accompanied by the Principal)
- Any other people permitted by law.
- Personal information contained on the recordings shall not be used or disclosed for purposes other than those for which it is collected, except with the consent of the individual or as required by law.

Managing and Securing the CCTV System

The Principal (or delegate) is responsible for managing and securing the CCTV system including:

- Operation of the CCTV system and ensuring it complies with this policy.
- Considering the appropriate location and use of cameras and method for storing CCTV footage.
- Maintaining and upgrading cameras when required.

Storage of Footage

CCTV footage is kept for up to a month on a designated server. If the College has not used CCTV footage, and there has been no request to view or access footage during this period, the footage is deleted.

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