



## CCTV Policy

### Spiritual Rationale

Psalm 121:5 "God watches over you..." Just as our God watches over humanity, so too are we entrusted to keep loving watch care over the ones who God has allowed in our care.

### Rationale

Heritage College provides safety for learning for all students and College community. At times it is necessary to implement means to engage technology that further helps keep the buildings, property and students safe also.

### Aims

- To ensure that the property of the College has extra security and watchcare on Heritage College grounds, buildings and buses.
- To ensure that the College implements safe use and storage of information gained from security cameras in accordance with the Australian Privacy Principles Guidelines, the Australian Privacy ACT 1988 and the Surveillance Devices Act 1999 (Victoria).
- To ensure all stakeholders are aware of how security cameras are used and where information is stored.
- To ensure that access to footage obtained from security cameras, is granted to secure authorised users only.

### Definitions

ASV= Adventist Schools Victoria

CCTV = Closed Circuit Television

Security Cameras = All cameras in this policy refer to security cameras such as CCTV, dashcams & IP cameras.

### Installation

- Google form link for request to view footage - <https://forms.gle/isZDEAxBTknZYb8U8>
- The Principal and Deputy Principal/s of Heritage College are the authorised users of the CCTV equipment installed at Heritage College Officer and Narre Warren Campuses and all Heritage Bus CCTV systems.
- The Principal/s may nominate a delegate to act on their behalf as the authorised user of the CCTV System. (Delegations will be noted and filed).
- Viewing recorded CCTV footage must be logged and two authorised users should view the footage together.
- The "*IP Camera Selection, Deployment and Operational considerations guide for Adventist Schools in Victoria*" should be used to plan, procure and instal CCTV systems. This guide can be accessed by contacting the Adventist Schools Victoria office.
- Security cameras at Heritage College are to be installed only by authorised installers. Installers must be compliant with the *Surveillance Act 1999 (Victoria)* (Proper checks and credentials need to be sighted by the Principal or their nominated delegate, before installation).
- The installer must be the holder of a private security individual operator registration endorsed with the activity of security equipment installer as per the Victorian Police requirements. (Proper checks and credentials need to be sighted by the Principal or their nominated delegate, before installation).
- Placement of security cameras around the College buildings will be suggested by the authorised installers and authorised by the Principal or their delegate.
- Camera quality must be adequate for the desired task and must also meet the data security standards that are incumbent on Australian Privacy Principle (APP) entities.



- All storage devices containing security camera footage will be installed with safety access structures in place eg. Lockable server rooms, network cabinets, cupboards or out of sight and reach.
- Monitors containing live CCTV images may be visible by authorised personnel but should not be placed in areas that are accessible by students, parents or the general public.
- Installed Security cameras may not necessarily be recording at all times.
- All storage devices containing security camera footage must be secured and password protected.
- All storage devices containing security camera footage must not be accessible by unauthorised users, including if connected to the internal computer network. (Eg the Cameras would need to be on a separate VLAN).
- All security camera footage is to be stored locally at the site and is not to be shared across Internet connections un-encrypted or in a manner that risks a data breach.

### **Recordings**

- All security camera recordings within the College may be accessed only by the Principal, the Deputy Principal and/or their delegates.
- All security camera recordings are the property of Heritage College.
- Requests for security footage from site mounted or bus mounted cameras must go through the Principal or their delegate.
- Requests for access to recorded footage from unauthorised users, parents, students or the public may not always be granted to those requesting access. In cases where footage has been requested, the Principal will decide what information can be shared, considering all relevant policy and legislative requirements to protect personal information.

### **Notification**

- Adequate signage must be placed around the College to indicate that security cameras are in operation at the College.
- Families will be notified of the presence of security cameras at the College and when recordings will take place (either via newsletter or personal email).
- Bus families will be notified that buses have security cameras on the bus functioning at all times (either via newsletter or personal email).

### **Evaluation**

This policy will be reviewed as part of the college's three year review cycle.

[Ratified by Heritage College School Council](#)

**TO BE REVIEWED ANNUALLY**

**Version 1 created by ASV & Heritage College, 11 September 2018.**