



## The Use of Security Surveillance Cameras at Carranballac P-9 College Policy

### Preamble

As the population of Point Cook increased over the years after the opening on first the Boardwalk School and then the Jamieson Way School, the number of incidents of vandal damage and break & entries also increased after normal school hours.

The cost of repairs, clean-ups and equipment replacement became a burden on the College finances hence a great concern to the College Council.

After extensive discussion, the College Council decided to take appropriate action to start the process to have Security Surveillance Cameras installed in areas most prone to vandal damage and break-ins.

### Purpose

The **only** purpose for installing a Security Camera Surveillance System at Carranballac P-9 College is to decrease and ultimately eliminate vandal damage to school buildings, equipment and burglaries.

### Guidelines - General

- Cameras will be set up in orientations which will not compromise the privacy of residents residing in the vicinity of both Schools.
- The College Council and College employees will be provided with a Camera Location Plan
- To discourage potential intruders, appropriate signage will alert these people to the fact that the Schools are under security camera surveillance.
- The same signage will be placed around both Schools to inform employees, students and members of the wider community frequenting the Schools that surveillance is taking place
- The Security Camera Surveillance System will not under any circumstance be used in the following areas:
  - Toilets.
  - Change rooms.
  - Dressing rooms.
  - Showers.
  - Staffrooms.
  - Other areas where individual privacy is paramount.
- The Security Camera Surveillance System will NOT be used for the following purposes:
  - Monitoring individual work performance.
  - Monitoring non school areas or public places from school sites.

### Guidelines – Management of Surveillance Data and Data Capture

- Surveillance video will only be accessed when incidents of criminal activities take place and the College Director or the Principals of the Schools believe that the surveillance system may have recorded the incidents. The Manager of the Emergency and Security Management Unit (ESMU) will also be informed of these incidents.
- Access to surveillance video will be restricted to individuals nominated by the College Director and whose use of it will be limited to the above stated purpose of the surveillance.
- When video footage is viewed, a written record must be made stating:
  - Reason for viewing video data
  - List of cameras from which video data was viewed
  - Authorised purpose viewing video data

This record of viewing must be signed by the College Director and appropriately filed.

- In certain circumstances, copies of portions of the video data may be requested by the Police. In such cases, the ESMU Manager will be informed and a written record of that request being made will be signed by the Police Officer collecting the copy and by the College Director or a nominated representative. The record will be appropriately filed.
- Surveillance data will NOT be provided to non authorised persons, including school staff, parents and contractors without the express approval of the ESMU Manager.
- Surveillance information will be destroyed or regularly erased from the surveillance server unless required for a specific investigation.

- School administration or the school council, following detection of any incidents via surveillance data, will not undertake investigation of criminal or serious matters. School administrators and the school council will seek the advice of Police and the ESMU.
- School administration or the school council will NOT undertake its own covert surveillance. Should covert surveillance be deemed necessary, it will only be undertaken after consultation with the ESMU and police.
- The collection of surveillance data must not involve any form of entrapment of the surveillance of a person. Example, actively inducing a surveillance of a person into a situation they would not ordinarily enter into will not be permitted.

**Personnel Authorised to Manage and View Surveillance Hardware and Data**

- The College Director’s nominated personnel who will manage surveillance data and data capture hardware will be the College Director himself, Peter Kearney, School Principals: Sandy Begg and Kay Kearney, IT Technicians: Hien Nguyen, Tony Pace and Henry Szkuta and the College Council President.
- The College Director’s nominated personnel who will view surveillance data, will be the College Director himself, Peter Kearney, School Principals: Sandy Begg and Kay Kearney, Campus Assistant Principals: Ros Myors, Rose Pell, Paul Cykner and Lauris Doyle, IT Technicians: Hien Nguyen, Tony Pace and Henry Szkuta.

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