



# ST JOSEPH'S COLLEGE GEELONG

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## POLICY 5.08 – SURVEILLANCE POLICY & GUIDELINES

### Purpose

St Joseph's College Geelong aims to provide a school and work environment which is safe, secure and supportive for all students, visitors and staff, as well as ensure that its physical assets and resources are safe, secure and used appropriately.

St Joseph's College Geelong uses camera surveillance at the school to assist in the security and protection of students, staff and school property and to assist in preventing crime, misconduct, theft and damage to property.

The purpose of this Policy is to provide information to staff, students and the school community in relation to the camera surveillance in operation at the College, as well as guidelines for the usage of video surveillance equipment at St Joseph's College Geelong.

### Guidelines

Signage around the College should indicate that video surveillance is taking place. Surveillance footage will only be viewed in response to a particular incident eg vandalism.

Surveillance footage will only be viewed, as required, by the Property Manager, IT Team and members of the Leadership Team, their nominees, or other parties at the Principal's discretion.

Appropriate film images may be provided to police in the event of damage to property or other illegal activity taking place.

In the event of footage demonstrating property damage or personal injury by current St Joseph's College Students, parents would be informed before police were notified.

The College will not provide surveillance footage to any other party, unless required /requested by the Police. The Principal will use his / her discretion under all circumstances.

Any personal information which may be obtained by surveillance will be handled in accordance with the Privacy Act 1988 (Cth) and SJC / EREA Privacy Policy.

Saved images will be held for a period of time at the discretion of the College then erased from the hard disk as the memory on the disk becomes full,, unless there is a legal requirement to retain it.

Cameras must not be hidden or covert. Cameras may not be used:

- In private locations such as toilets, Showers or change rooms;
- Social and meals areas of College staffrooms
- Other areas where individual privacy is paramount
- To monitor individual student or staff performance



## Cameras in Classrooms

At times cameras and screens may be used in classrooms, such as technology rooms, to assist students to be able to clearly see a demonstration or information provided by the teacher and to also assist the teacher to clearly see the activities performed by the students.

Where cameras are positioned in classrooms they will comply with the above guidelines as well as the EREA / SJC Privacy policy and guidelines.

## Child Safe Standard 6

Victorian Child Safe Standard 6 (Ministerial Order 870) requires schools to develop, implement, monitor and evaluate risk management strategies focused on preventing, identifying and mitigating risks to children and young people.

The installation of CCTV in unsupervised areas and “hot spot” areas can improve the safety of children and young people by reducing opportunities for abuse and other harm, deterring potential perpetrators and increasing the likelihood that perpetrators would be caught.

## Licensed under NEALS

At certain times throughout the year, St Joseph’s College students may have the opportunity to be photographed or filmed for College publications such as the College newsletter, website and social media, or to promote the College in newspapers and other media. **Note** - Surveillance footage will not be used for these purposes.

The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

By signing the ST Joseph’s College enrolment offer, parents / guardians give permission for their son’s photograph/video and name to be published. Should a parent / guardian wish to withdraw this authorisation and consent it is their responsibility to notify the College Principal in writing.



## Definitions

**CCTV** Includes any equipment used to observe and record images of individuals, such as an installed surveillance system of temporary or fixed cameras, body-worn video and drone technology, for the purpose of deterring personal and property crime and assisting in the investigation of criminal offences

**Personal** *Personal information is defined in the Privacy Act as information or an opinion about an identified **Information** individual, or an individual who is reasonably identifiable:*

- whether the information or opinion is true or not; and
- whether the information or opinion is recorded in a material form or not.

## Related Information

SJC / EREA Privacy Policy & Guidelines

