



## **CLOSED CIRCUIT TELEVISION SYSTEM (CCTV) CODE OF PRACTICE**

### **PURPOSE**

Along with a range of strategies, CCTV will be used to:

- Help maintain an environment which supports the safety, wellbeing and welfare of staff, students and visitors to the College
- Provide a level of security to staff working in remote areas of the college or outside of normal school hours.
- Deter those who would enter the College for the purpose of committing an offence against person/s and/or against school buildings and property
- Assist in the identification and prosecution of person/s who have committed an offence
- Investigate allegations of misconduct by students, visitors and staff.

This Code of Practice is to be read in conjunction with BCE Camera Surveillance Policy, BCE Camera Surveillance Procedure and BCE Privacy Policy.

### **SCOPE**

This code will apply to all operators of, and all staff with access to, the CCTV System and recorded data.

### **SYSTEM OVERVIEW**

The CCTV system is owned by the College and comprises a main control server unit located in the I Block Main Server Room, an external storage device and a number of remotely controlled and fixed cameras located in the grounds and inside buildings. Wireless access to camera images will be provided to the Deputy Principal, Assistant Principal Pastoral, Business Manager, IT Manager, IT Support and Facilities Officer who will monitor the system. Other staff members may be granted access at the discretion of the College Principal. A record of access to the camera surveillance system will be maintained through a central log of use.

The system will operate 24 hours a day and cameras are reliant on motion activation. Images will be recorded on the main server and backed up to the external storage device daily. Images will be retained for 90 days or unless otherwise instructed by the Principal or a law enforcement agency.

Authorised IT staff will maintain all hardware and software and conduct regular weekly inspections to ensure that the system is operational.

## **ACCOUNTABILITY**

The College will operate the CCTV System ethically and with due regard to the privacy and civil rights of individuals who may be recorded on the system and will follow the below rules:

- The system will only be used for the purpose specified
- Have no more images stored than that which is required
- Restrict access to images to only those persons authorised by the Principal
- Recorded images will only be reviewed and used for the purpose of crime detection, evidence in relation to matters affecting the safety, wellbeing and welfare of staff, students and visitors, investigation of allegations of misconduct by students, visitors and staff, evidence for prosecution or where otherwise required by a law enforcement agency.
- A search warrant will be required prior to any images being released to a law enforcement agency where contact with the law enforcement agency is not initiated by the College in response to an incident.
- Safeguard against unlawful or unauthorised access to images through appropriate security measures
- Not pass on any images for commercial or entertainment purposes
- The presence of the system will be clearly advertised through appropriate signage at the entrance to the College and in areas covered by cameras. The presence and use of cameras will also be advertised to the College community.
- Cameras will not be set to monitor any person or building outside of College property.
- Cameras will not be installed inside any areas deemed to be private (toilets, change rooms, staff meals areas, health rooms, counsellor's offices).

A list of all cameras and their locations will be available to staff, students and visitors on request and as appropriate.

### **References:**

*BCE Policy: Camera Surveillance issued 6/6/2019*

*BCE Procedure: Camera Surveillance issued 6/6/2019*

*BCE Policy: Privacy reviewed 29/6/2019*