

CARMEL COLLEGE

Policy Statement – Camera Surveillance

PURPOSE

- BCE and Carmel College aim to provide a safe, secure and supportive school and work environment for all students, visitors and BCE employees.
- BCE and Carmel College aim to ensure that its physical assets and resources are safe, secure and used appropriately.
- Carmel College uses camera surveillance at the school to assist in the security and protection of students, BCE employees 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 BCE employees, students and the school community in relation to the camera surveillance in operation at Carmel College.

RATIONALE

The primary aim of the camera installation is to enhance the safety of the College Community, protect College property against destructive acts and to help identify perpetrators of crimes and anti-social behaviour. The provision and use of Closed-Circuit Television (CCTV) support the maintenance of this secure environment by ensuring an appropriate level of surveillance of staff, students, and visitors to the site. It also provides enhanced capability to protect Carmel College assets against vandalism and theft.

The visual presence of CCTV cameras provides a strong deterrence against inappropriate behaviour and will often serve to reassure students that they are protected whilst within the college. This policy details the way that the CCTV system will operate in providing that security, whilst ensuring that the privacy of individuals is protected in accordance with relevant Information Privacy Principles set out in the *Information Privacy Act 2009*.

POLICY

Carmel College reserves the right to place and use video surveillance cameras on school grounds where necessary and appropriate to enhance the safety and security of Carmel College community members and assets.

PRINCIPLES

The College recognises the need to ensure a balance between the individual's rights 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. Carmel College's use of camera surveillance is guided by the principles of dignity, respect, justice, compassion and forgiveness.

CONSEQUENCES

In accordance with this policy, Carmel College attends to the following consequent aspects:-

SCOPE OF THE POLICY AND COMPLIANCE

- BCE is the agency of the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane responsible for the administration of systemic Catholic Schools and the office of BCE situated in the Archdiocese of Brisbane.
- This Policy applies to all students, BCE employees, volunteers and other personnel. In this Policy, BCE employees includes full-time, part-time, casual or temporary employees and students gaining work experience or performing work on a voluntary basis.

- The Principal has overall responsibilities for managing compliance with this Policy.

QUESTIONS

- If employees, students or parents have any questions about this Policy or wish to clarify any issues, they may contact the Principal.
- *Information Technology Services* may be able to provide assistance, if employees need any information or advice in relation to:
 - camera surveillance equipment and systems;
 - installation of camera surveillance equipment;
 - length of time camera surveillance images should be stored;
 - where images from camera surveillance should be stored; and
 - circumstances in which recordings from camera surveillance will be used.

CAMERA SURVEILLANCE

- 'Camera Surveillance' is surveillance by means of a camera that monitors or records visual images of activities in the school or on BCE property or premises.
- The installation of Camera Surveillance at Carmel College has been approved by the Principal. In granting approval the Principal considers any concerns raised by individual BCE employees working in an area under Camera Surveillance under section 5.3, before granting approval.
- The Principal has carried out a security risk assessment and has identified security risks in areas of the school. The purpose of the Camera Surveillance at Carmel College is to assist in ensuring the safety and security of BCE employees, students and the school community and assist in protecting the physical assets of the school from theft, damage, arson and malicious damage. Camera surveillance may also be used to investigate allegations of misconduct by employees.
- Camera Surveillance is installed throughout the external spaces of the school providing coverage of most areas. Camera Surveillance is used internally in the sick bays, student reception, server room, student services foyer (auto loader), tuckshop and grounds shed.
- The Camera Surveillance system comprises a main control server unit and fixed cameras located on the school grounds and inside buildings.
- The Camera Surveillance operates 24 hours a day, 7 days a week and cameras are motion activated. Images are recorded on a central secure server on the college premises. Images are retained for up to 3 weeks or longer if instructed by the Principal or required by law. Surveillance images are accessed as required to facilitate the security and good conduct of college operations.
- The Principal provides appropriate authorisation to an employee before the employee ("authorised employee") may access the Camera Surveillance system and images. Camera Surveillance is monitored by the Principal and authorised employees, including that:
 - the cameras are checked weekly by an authorised employee to ensure the system is operating effectively;
 - programmed maintenance is scheduled for the CCTV system;
 - recorded footage is accessed by an authorised employee if requested by the Principal to provide reports of any suspicious activities and records are kept of this access.

- Camera Surveillance installed at the college is placed in the appropriate location, height, position and orientation and is vandal resistant. Appropriate lighting is installed. The camera equipment is appropriately maintained and monitored by an approved contractor to ensure it is operational and effective.
- Camera Surveillance is not placed in a location where private premises can be clearly viewed from the cameras. In addition, Camera Surveillance must not take place in private areas in the school such as toilets, change rooms, bathing facilities and counselling rooms.

NOTICE AND SIGNAGE OF CAMERA SURVEILLANCE

- Carmel College provides reasonable notice of the camera surveillance that is operating at the school. Notice should be provided in a prominent sign near the entrance of the area under surveillance that states the purpose of the camera surveillance, the area in which the camera surveillance operates.
- Carmel College will take all reasonable and appropriate action to ensure that the cameras are clearly visible and an additional sign is placed near each camera to notify people of the presence of the camera.
- The Principal will endeavour to provide a written notice to each individual BCE employee who is regularly working directly in an area intended to be under Camera Surveillance. New starters will be provided with this notice within a reasonable time before commencing work directly in an area under Camera Surveillance. The notice should specify the area in which the surveillance is to be conducted, the specific purpose for the Camera Surveillance and the person responsible for the conduct of the surveillance. The Principal should consider all concerns raised by individual employees working in an area under Camera Surveillance and document and address, where appropriate, any concerns raised.

COMMUNICATION OF THIS POLICY

- This Policy is uploaded to the Carmel College website and is accessible to BCE employees, students, parents and the wider community.

PRIVACY AND USE OF SURVEILLANCE RECORDINGS

- The Principal will take all reasonable action to ensure that all recordings and records from the Camera Surveillance are protected against loss or unauthorised access and are kept confidential and in accordance with the *Privacy Act 1988 (Cth)* and BCE's Privacy Policy.
- The Principal will take all reasonable action to ensure that the images, records and information gathered through Camera Surveillance are only accessed by authorised personnel and used only in accordance with this Policy.
- Recordings cannot be used for irrelevant purposes. In no circumstances, may images be used for commercial purposes or entertainment.
- Images of children cannot be published by BCE or any BCE employee without the specific written consent of the parents. Please also refer to the BCE Consent Form – All Forms of Media and Communications.
- Any personal information which may be obtained by surveillance will be handled in accordance with the *Privacy Act 1988 (Cth)* and BCE's Privacy Policy.
- The Principal will take appropriate disciplinary action if it is found that Camera Surveillance is being undertaken in an inappropriate, unauthorised or unethical manner.

DISCIPLINARY ACTION

- If anyone to whom this Policy applies breaches this Policy or any other BCE policy or procedure, BCE will take appropriate disciplinary action.
- BCE will take appropriate action against any BCE employee, student or parent who is found to have compromised the safety, security or wellbeing of BCE employees, students, parents, visitors or BCE's or Carmel College property and resources.

EXCLUSIONS

This policy does not apply to the use of video for non-surveillance purposes, examples include:

- Cameras used for academic educational purposes.
- Cameras used for research purposes.
- Cameras used for journalistic purposes.
- Cameras used for capturing public events and performances.
- Construction cameras.
- Webcams used for purposes of communication between specific persons.

GENERAL PROVISIONS

- This Policy does not contractually create or contribute to a legal cause of action against BCE.

REFERENCES

- Information Privacy (IP) Act 2009
- Right to Information Act 2009
- <http://ppr.det.qld.gov.au/education/community/Pages/Disclosing-Student-Personal-Information-to-the-Queensland-Police-Service.aspx>
- Information Sheet for Principals – BCE School Camera Surveillance Policy Template

DOCUMENT INFORMATION

Version	V1
Policy Manager	Stephen Adair
Procedure Author	Stephen Adair
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Related documents	BCE Privacy Policy BCE Complaints Policy and Procedure