

Closed-Circuit Television (CCTV) Privacy Notice

This Privacy Notice outlines how the CCTV system, installed at St Paul's Anglican Grammar School, will be used, including the use and disclosure of any footage produced by the CCTV system so as to be consistent with Victorian Privacy Law.

Purpose

Our School has an obligation to ensure the school environment is safe and secure, and fulfil our duty of care to students, staff and visitors. The CCTV system assists our School to fulfil these obligations and to prevent and manage other inappropriate behaviour on school grounds. CCTV also provides enhanced capability to protect our School's assets against vandalism and theft.

Consistent with our obligations set out above, our School may use CCTV cameras to:

- Prevent, support and verify incidents involving:
 - Criminal behaviour – of anyone on school grounds
 - Staff misconduct
 - Other inappropriate behaviour – including of students, staff, visitors or members of the public, e.g. incidents in which a person has sustained an injury, loss or damage on school premises
- Help inform decisions about student management
- Provide visual coverage during emergencies

CCTV cameras are NOT:

- Located in private areas such as toilets, showers, changing rooms or other areas where individual privacy is paramount
- Used to monitor student or staff work performance
- Hidden or covered, except in limited circumstances and in accordance with the School's **Closed-Circuit Television (CCTV) Policy**

Location of CCTV Cameras

The location of CCTV cameras throughout our School are as follows:

Warragul Campus

- Bowen Street Entry (registration recognition)
- Secondary Entry Driveway Overview
- Secondary Exit Driveway
- Secondary Roundabout
- Secondary Admin Building
 - Entry
 - Reception
 - North Corridor
 - East Corridor
 - South Corridor
 - First Aid Room
- Canteen
 - Kitchen
 - Self Serve Area
- Parker Centre
 - Locker Area
 - Toilet Block
- Parker & Wilson (area between buildings)

- Ken Wilson Building
 - Corridor
 - KW2
- IT
 - Office
 - Storage
- VCE Building
 - VC1
 - Courtyard
 - VC 7
 - Year 11 Locker Bays
- Year 9 Building
 - Ground Floor
 - Top Floor
 - Carpark
- John McIntrye Building
 - Steps
 - Downstairs
 - Upstairs
 - Locker Bay
 - Courtyard
 - Ramp
- Senior Carpark
- Secondary Gymnasium
 - Carpark North
 - Carpark South
 - Corridor
 - Foyer Entry
- Design & Technology Shed x 2
- Mower Shed
- Workshop
 - Carpark
 - Storage
- Junior Driveway
- Junior Carpark
- Junior Admin Building
 - East Verandah
 - Reception
 - South Verandah
 - West Deck
 - West Walkway

Traralgon Campus

- Entry Driveway
- Exit Driveway
- Secondary Carpark
- Secondary Drop Off x 2
- Secondary Reception
- Canteen Kitchen
- Science
 - North – Food Tech Deck
 - Corridor
 - North
 - South
- Art – Food Tech Deck

- Wood Tech Corridor
- Design & Technology Shed
- Basketball Court
- Tennis Court
- Junior Reception
- Room 5
- Junior 4 Square
- Junior Climbing Gym
- Junior Playground
- Gymnasium
 - Driveway
 - Foyer
 - Foyer Entry
 - Courts
- Futures Centre x 11 (all on external building).

Signage is located at all site entry and exit points, which alerts people to the presence of cameras on school grounds.

Access to Footage

CCTV footage is only accessed for the purposes set out in this Privacy Notice and the School's **Closed-Circuit Television (CCTV) Policy** and only by the following people:

- The Principal or delegate, including people explicitly authorised by the Principal
- Any other person permitted by law.

The Principal may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents, provided:

- The Principal considers it appropriate and necessary in order to support parents to understand the specifics of an incident that has taken place so they can provide appropriate support to their child or for a staff member to better understand an incident
- It will not cause a health, wellbeing or safety risk to any other person
- It would not be an unreasonable intrusion into another person's privacy.

Please note, our School cannot provide copies of CCTV footage to staff, students or parents.

For further information on how our School may use the CCTV system and who may access the footage, please refer to the School's **Closed-Circuit Television (CCTV) Policy** via our website or MyStPauls portal.

Storage of Footage

CCTV footage is stored locally on the School's server. CCTV footage is kept no more than 90 days. If our School has not used CCTV footage in any of the ways set out above, and there has been no request to view or access footage during this period, the footage is deleted. Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, our School will manage and securely retain the footage in accordance with the retention requirements set out in the School's Records Management Policy.

Policy History and Schedule

Version 2

Date Created: 26/05/2023

Minor Update: 13/02/2024 to include location of new CCTV cameras

Approved By: Operations

Date Approved: 13/02/2024

Author: Risk and Compliance Officer

Date of Next Review: 13/06/2025