



NOTICE REGARDING THE USE OF CAMERA SURVEILLANCE ON SCHOOL PROPERTY

For the safety of our students, staff and visitors, Vincentia High School will be utilising camera surveillance equipment for security purposes.

In our school Close Circuit Television (CCTV) cameras will be located in areas such as:

- school entrances
- corridors
- computer labs
- ovals
- playgrounds
- bike sheds

CCTV cameras are **NOT**:

- hidden or covert
- located in private areas such as toilets, changing rooms or staff rooms
- used to monitor the quality of teaching

A number of notices will be displayed to alert people of the presence of CCTV cameras. Please be assured that CCTV footage will only be accessed if required in the case of criminal behaviour, inappropriate behaviour (ie vandalism or if disciplinary action is needed), to verify incidents where a person has sustained injury, loss or damage on school premises or to provide the Principal with visual coverage during emergencies. CCTV footage is kept for no more than 60 days, unless required for the abovementioned purposes.

Footage is only accessed for the purposes set out above and only by the following people:

- The Principal or nominee, including people explicitly authorised by the Principal (eg. Members of the school's IT department, executive staff members);
- Department of Education staff, when required to assist the school for an abovementioned purpose; and
- Any other people permitted by law.

Any person on school premises may be captured on CCTV footage of an incident. The Principal cannot give copies of CCTV footage to staff, students or parents.

Please note that these measures have been implemented in accordance with the Surveillance Devices Act 2007 and the Workplace Surveillance Act 2005.