



# **WOODROFFE PRIMARY SCHOOL**

## **CCTV ACCEPTABLE USE GUIDELINES AND PROCEDURES**

<b>Document title</b>	CCTV Acceptable use guidelines and procedures
<b>Approved by</b>	Woodroffe Primary School Council
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Version	Date	Author	Changes made
1.0	9 September 2024	Principal	First version
2.0	08/05/2025	ICTC	Second Version

Acronyms	Full form
CCTV	Close Circuit Television
Department	Department of Education
IT	Information Technology
LAN	Local Area Network
NT	Northern Territory

## Related policy, legislation, and documents

[Information Act 2002](#)

[Information privacy policy](#)

[Make a complaint about a school | NT.GOV.AU](#)

[Freedom of information and privacy | NTG Central](#)

[Records Management Standards for public sector organisations in the NT](#)

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## INTRODUCTION

This document has been developed to outline the Code of Practice that will be applied to the use of and management of the Closed Circuit Television (CCTV) system on the school grounds. The CCTV system was installed at Woodroffe Primary School to assist in the protection of students, staff and visitors to the school, as well as the protection of school property.

The School Council and Principal are responsible for the CCTV infrastructure, operational requirements and system governance.

The CCTV acceptable use guidelines and procedures has been developed and approved by the School Council to provide the school community with a clear and transparent management and operational framework.

Access to and monitoring of the system will be administered solely by the school senior executive team, which consists of the Principal, Assistant Principal/s and/or Business Manager.

## STATEMENT OF PURPOSE

The use of CCTV in schools involves the potential collection of 'personal information'.

Information Privacy Principle 1.1. of schedule 2 of the *Information Act 2002* permits the collection of personal information for necessary functions of the Department, which in this case is the provision of safe learning and working environment for students and staff respectively.

The CCTV system is intended to provide an increased level of security on school grounds. Subject to these guidelines the system will not be used to invade the privacy of any individual.

Any misuse of this system or material produced consequently which is deemed inappropriate or is otherwise inconsistent with the objectives and procedures outlined within this policy, may attract penalties up to and including those attached to instances of serious misconduct. If the misuse is deemed illegal, the incident will be referred to Northern Territory (NT) Police.

The school has an establish maintenance program to ensure the cameras are operational within the school's realm of control.

## First Aid Room

The following specific guidelines will be observed where CCTV is used in the 'First Aid Room':

- CCTV will be used for remote monitoring only and will not have recording capability.
- The CCTV must be a stand-alone system, separate to the wider CCTV network and school IT network.
- Monitoring will be undertaken in the school office by administration staff who are overseeing the sick bay.
- Where privacy is required, CCTV cameras will be temporarily switched off or the student will be provided access to an alternate area which is not under CCTV surveillance.

## SYSTEM DETAILS

The CCTV system consists of several cameras situated around school property; *Appendix B refers*. The system operates 24 hours and recording is activated by motion sensors in the areas where the

cameras are situated. Recorded data is stored securely on the school premises and retained for a period of 31 days.

Footage which forms part of an internal school review or formal investigation may be kept for a longer duration if deemed necessary by the principal.

## **DATA PROTECTION – PRIVACY**

All data collected will be managed in accordance with the Information Act 2002, Department's Information privacy policy and the Records Management Standards for public sector organisations in the NT.

All persons involved in the operation of the system must:

- adhere to these guidelines and procedures
- ensure they are aware of the Information Privacy Principles and their obligations under the NT Information Act regarding the collection, use and disclosure of personal and sensitive information
- not release information without consent by individuals unless required by law or for the purpose of law enforcement
- consult with the Information Privacy team before considering releasing any personal information without consent.

## **MANAGEMENT OF THE SYSTEM**

The principal is responsible for ensuring compliance with these guidelines and procedures.

## **PUBLIC INFORMATION**

Signage is positioned throughout the school to advise people entering the grounds that CCTV operates in and around the school property.

Locations and positioning of CCTV cameras will be determined by the principal in consultation with security installation contractors.

CCTV cameras will be:

- installed, where possible, in public view and not be hidden
- located and positioned so they only view areas relevant to their intended purpose
- located and positioned in a way which will not intrude to an unreasonable extent on the privacy of individuals, and;
- located and positioned so that the images captured enable identification of individuals for the intended purpose.

Cameras are primarily located in external positions, with internal cameras located in the Administration Building.

Cameras will not be installed in any ablution blocks or classroom areas.

The principal must take reasonable steps to make individuals aware of the existence of CCTV, the purpose for collecting personal information and the details of any entities to which the school might disclose information collected by CCTV.

## **OTHER INFORMATION**

The CCTV Acceptable use guidelines and procedures will form part of the school's orientation process for staff and contractors.

## **COMPLAINTS**

Complaints regarding the school's CCTV system must be in writing and addressed to the principal.

The principal or their appointed delegate will investigate and respond to any complaints in line with the department's complaint resolution framework.

## **CONTROL, OPERATION AND VIEWING OF THE CCTV SYSTEM**

Operation of the CCTV system will be conducted by the school executive team who are expected to comply with these guidelines.

All use of cameras and recordings will be in accordance with the statement of purpose and shall comply with these guidelines.

Cameras will not be located where they can overlook private dwellings adjoining or adjacent to the school grounds.

All access to recorded data will be documented in a monitoring log, *Appendix A refers*.

CCTV recorded data will not be made available to any member of the public.

Recorded data will only be made available to a parent or carer under exceptional circumstances as approved by the principal.

Where the principal deems it appropriate for recorded data to be viewed by a parent or carer, the release of recorded data must not identify any other student or staff member and must occur in line with the Information Privacy Principles (IPP) of the *Information Act 2002*.

The school community or public have the right to request access to CCTV footage through a Freedom of Information request.

Ownership and copyright of recorded data belongs to the Department.

Any library of recordings will be secured within the school safe, with access limited to the executive leadership team.

Recordings required for evidentiary purposes will be regarded as exhibits. All relevant authorities will be required to ensure adherence to relevant local and federal legislation.

NT Police will be given access to recordings where there is reasonable belief that recordings are required for investigation or detection of an offence relating to the prevention of crime.

The principal or their appointed delegate are authorised to report incidents identified in recorded data to NT Police or Emergency Services as relevant and appropriate.

## Appendix A

# CCTV FOOTAGE DISCLOSURE/ACCESS REGISTER

Entry number	Date	Name of Authorised Person	Name of person requesting footage	Purpose of request	Details of recorded footage	Footage viewed on site or removed	Type of recording taken	Date footage removed from site
1	DD/MM/YY	Dep Principal BROWN	Constable SMITH, 104477, Brisbane City Station	Evidence of committed offence	3 minutes 42 seconds of video footage, commencing 2:47pm on 12/08/2020	Removed	Download to Police USB drive	DD/MM/YYYY by Const SMITH