

MUSLIM GIRLS GRAMMAR SCHOOL

CCTV FOOTAGE POLICY

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1. RATIONALE

Muslim Girls Grammar School (MGGS) is committed to providing a safe, secure, and supportive learning environment for all students, staff, and visitors. The use of CCTV surveillance supports the School's duty of care by assisting in the prevention, detection, and management of incidents, while ensuring accountability and procedural fairness.

This policy outlines the purpose, management, access, and use of CCTV systems at MGGS, ensuring compliance with relevant legislation and the protection of individual privacy.

2. LEGISLATIVE FRAMEWORK

The operation of CCTV surveillance at MGGS complies with applicable New South Wales legislation, including:

- Surveillance Devices Act 2007 (NSW)
- Workplace Surveillance Act 2005 (NSW)
- Privacy and Personal Information Protection Act 1998 (NSW)

MGGS ensures that all surveillance practices are lawful, proportionate, and respectful of individual rights.

3. SCOPE

This policy applies to all:

- Students
- Staff
- Contractors
- Visitors

on MGGS premises or at any school-related activity where CCTV surveillance is in operation.

4. PURPOSE OF CCTV SURVEILLANCE

CCTV cameras are installed across the school, including classrooms, corridors, and playgrounds, for the following purposes:

- To enhance the safety and wellbeing of students, staff, and visitors
- To support effective behaviour management and uphold school expectations
- To investigate incidents, complaints, or allegations of misconduct
- To deter inappropriate, unlawful, or unsafe behaviour (e.g. vandalism, theft, bullying)
- To support child protection and safeguarding responsibilities

CCTV will not be installed or used in areas where there is a reasonable expectation of privacy, including:

- Bathrooms
- Change rooms
- Staff rest areas

5. PRINCIPLES GOVERNING USE

MGGS operates CCTV in accordance with the following principles:

- Necessity and Proportionality: Surveillance is used only where required to maintain safety and security
- Transparency: Signage will notify individuals that CCTV is in operation
- Privacy Protection: Footage is managed securely and accessed only when necessary
- Procedural Fairness: Footage may be used as part of fair and evidence-based decision-making.

6. USE OF CCTV FOOTAGE

CCTV footage may be accessed and used for:

- Routine Monitoring of safety and security across the school
- Incident Investigation, including behavioural, wellbeing, or disciplinary matters
- Risk Management, including identifying hazards or unsafe practices
- Compliance and Training, where appropriate and de-identified if required

Footage will not be used for continuous staff performance monitoring or any purpose unrelated to school safety, wellbeing, or operations, unless lawfully required.

7. ACCESS TO CCTV FOOTAGE

Access to CCTV footage is strictly restricted to authorised personnel only:

- Principal
- Deputy Principal(s)
- Authorised members of the School Executive
- Designated investigators appointed by the Principal

Access conditions:

- Access must be purpose-specific and justified
- A record of access must be maintained (including date, time, purpose, and person accessing footage)
- Unauthorised access, copying, or sharing of footage is strictly prohibited

8. DISCLOSURE OF CCTV FOOTAGE

CCTV footage may be disclosed only where necessary and appropriate, including:

- Internal Staff – for investigation or management of incidents
- Parents/Guardians – limited to matters directly involving their child, and subject to privacy considerations
- Law Enforcement or Legal Authorities – where required by law or formal request

MGGS will ensure that:

- Disclosure complies with privacy obligations
- Third-party identities are protected where possible
- Direct release of footage to parents is limited and may instead involve supervised viewing.

9. STORAGE, RETENTION AND DISPOSAL

- CCTV footage is securely stored with restricted access
- Footage is retained for a maximum of 30 days, unless required for:
- An ongoing investigation
- Legal proceedings
- Child protection matters
- Footage no longer required will be securely deleted in accordance with MGGS data management practices

10. STAFF RESPONSIBILITIES AND TRAINING

- All staff will be informed of the presence and purpose of CCTV surveillance
- Relevant staff will receive guidance on:
  - Appropriate use of footage
  - Legal and ethical responsibilities
  - Confidentiality requirements

Failure to comply with this policy may result in disciplinary action.

11. BREACH OF POLICY

Any misuse of CCTV systems or footage, including unauthorised access, disclosure, or recording, will be treated as a serious breach of school policy and may result in:

- Disciplinary action
- Referral to external authorities where appropriate
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12. POLICY REVIEW

This policy will be reviewed annually, or as required, to ensure ongoing compliance with legislation and alignment with MGGS practices and community expectations.

13. RELATED POLICIES

This policy should be read in conjunction with:

- MGGS Behaviour Management Policy
- MGGS Anti-Bullying Policy
- MGGS Child Protection and Safeguarding Policy
- MGGS Privacy Policy

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