

ST FRANCIS XAVIER RUNAWAY BAY CCTV POLICY



1. PURPOSE

The purpose of this policy is to describe St Francis Xavier School Runaway Bay's approach to the use of CCTV cameras at the school

This policy is to be read in conjunction with the Mission and Vision Statement for St Francis Xavier School, BCE Code of Conduct and privacy statement

2. RATIONALE

Camera surveillance is used in BCE offices and schools to assist in the security and protection of students, employees, visitors and property and to assist in preventing crime, misconduct, theft and damage to property. It may also be used to investigate allegations of misconduct by employees.

3. POLICY STATEMENT

St Francis Xavier is committed to providing students, employees and visitors with safe and secure learning and working environments, consistent with a respect for privacy. Cameras are used to promote safety and security in the school. Footage captured by cameras at St Francis Xavier is used for these purposes and to undertake investigations.

4. PRINCIPLES

- access: access to camera surveillance footage must be authorised by the Principal. Access must only be granted for the purpose of safety, security and investigations
- storage: camera surveillance storage technology, images and footage must be securely stored with password protection to prevent unauthorised access
- signage: signs informing students, employees and visitors must be placed in a prominent location and/or near each camera to identify to notify individuals where the camera is located and reason for use
- location: cameras must not be placed in locations where private premises can be viewed or in private areas such as toilets, change rooms, bathing facilities, health rooms and counselling rooms
- release: camera surveillance footage must only be released to parties approved by the Principal for the purpose of safety, security and related investigation
- privacy: images and footage must be managed in accordance with the Privacy statement and [Privacy Act 1988 \(Cth\)](#).

5. REFERENCES

- BCE Code of Conduct
- Privacy Statement
- Privacy Act 1988 (Cth)