

# 128-1 CCTV Privacy Notice

Community College Gippsland and ECG Secondary College (to be known as CCG for the purpose of this privacy notice), has decided to install a closed-circuit television (CCTV) system.

This Privacy Notice outlines how the CCTV system will be used, including the use and disclosure of any footage produced by the CCTV system to be consistent with Victorian privacy law.

## Need for CCTV

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

## Use of CCTV:

Consistent with CCG's obligations set out above, CCG may use CCTV cameras to:

- prevent, support, and verify incidents involving:
  - criminal behaviour – of anyone on college grounds
  - staff misconduct
  - other inappropriate behaviour – including that of students, staff, visitors, or members of the public.
- verify and investigate other incidents involving students, staff, and visitors.

## CCTV cameras are NOT:

- located in private areas such as toilets, changing rooms, dressing rooms, showers, or other areas where individual privacy is paramount.
- used to monitor student or staff work performance.
- hidden or covert.

## Location of CCTV cameras in our school:

In our school, CCTV cameras are located in:

- school entrances
- corridors
- outdoor areas
- carparks

A notice is located at the school's entrances, which alerts people to the presence of cameras and this CCTV Privacy Notice.

## Access to CCTV footage:

CCTV footage is only accessed for the purposes set out in this Privacy Notice and only by the following people:

1. the CEO or nominee, including people explicitly authorised by the CEO.
2. any other people permitted by law.

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### Request to view footage:

When using CCTV for the purposes listed under the heading 'Use of CCTV' the CEO or their authorised delegate may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents, provided:

- it is considered appropriate and necessary 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 would 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, CCG cannot provide copies of CCTV footage to staff, students, or parents.

### Storage of footage:

CCG CCTV footage is stored securely on a cloud-based platform.

CCTV footage is kept for no more than 31 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, CCG will manage and securely retain the footage in accordance with our Records Management Policy.

### What if you have questions?

If you have any questions or concerns regarding CCG's use of the CCTV system, please contact CCG to discuss on 5622 6000.

### Relationships:

- 122 Information Privacy Policy
- 128 CCTV Policy
- 102 Records Management Policy

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