



CCTV Policy

AUSTRALIAN INTERNATIONAL ACADEMY OF EDUCATION



CCTV Policy

Introduction

Australian International Academy of Education (**AIAE** or the **School**) is committed to providing a safe and secure environment for all members of the School community, including students, staff, visitors, and contractors. As part of this commitment, AIAE recognises the importance of utilising Closed-Circuit Television (CCTV) systems as a tool to enhance security and safety measures within premises.

CCTV surveillance serves as a deterrent to potential security breaches, helps in the investigation of incidents, and aids in the overall management of School premises. AIAE acknowledges the importance of maintaining a balance between safeguarding individuals' right to privacy and the responsibility to foster a secure environment for all staff and students, as well as to protect property. Therefore, this CCTV Policy details how the CCTV system will be used, including the utilisation and disclosure of any footage produced by the CCTV system in compliance with Victorian privacy laws, ensuring transparency and accountability.

Purpose

This *CCTV Policy* explains the management, operation and use of the closed-circuit television (CCTV) system at Australian International Academy of Education.

Scope

This policy applies to the installation of CCTV cameras on School grounds and the use and disclosure of any footage produced by those cameras.

Policy Guidelines

Use of CCTV footage

Consistent with AIAE's obligations set out above, AIAE may use CCTV cameras and footage to:

Live CCTV footage

Live CCTV footage may be used by Head of Campus and/or delegate to:

- provide situational awareness of incidents that pose a risk to health or safety of the School community or following a School security alarm activation or other trigger
- monitor for activities that pose a risk to the health or safety of the School community or to property where:
 - there is a reasonable belief that an incident will occur
 - monitoring the CCTV live footage will help to identify the persons involved and/or support the School or department to reduce the risk of the incident occurring or reoccurring
- provide the Head of Campus and Senior Management Team with visual coverage during emergencies.

Recorded CCTV footage

Recorded CCTV footage may be used by Head of Campus and/or delegate to:

- prevent, verify and investigate incidents involving:
 - criminal behaviour of anyone on School grounds
 - staff misconduct
 - other inappropriate behaviour – including of students, staff, visitors or members of the public. For example, this means the School may use CCTV footage of incidents to help inform decisions about student management
- verify and investigate other incidents involving students, staff or visitors (for example, incidents in which a person has sustained injury, loss or damage on School premises)
- support School leadership with incident review and debriefing.

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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.

Location of CCTV cameras

At AIAE, CCTV cameras are located in:

- School entrances, exits and external pathways
- reception/campus/student offices
- hall and foyer
- library
- basketball courts, ovals, playground
- mosque
- corridors
- locker areas
- canteen
- classrooms
- carparks

A public notice/signage is located at each entrance to the School which alerts people to the presence of the camera and surveillance.

Access to CCTV footage

CCTV footage is only accessed for the purposes set out above at 'Use of CCTV footage' and only by the following people:

- the Executive Principal, Head of Campus, Deputy Head of Campus, Heads of School or delegate/nominee, including people explicitly authorised by the Head of Campus, (e.g. members of the School's IT department, security and office personnel)
- any other people permitted by law.

Showing footage to staff, students and/or their parents involved in incidents

When using CCTV for the purposes listed in this policy under the heading 'Use of CCTV footage' and only when appropriate, the Head of Campus and/or delegate reserves the right to display particular footage of an incident to those directly implicated, such as pertinent staff, students, and/or their parents, on the condition that:

- the Head of Campus and/or delegate deems it suitable and essential to aid parents in comprehending the details of an incident, enabling them to offer appropriate support to their child, or for a staff member to gain a clearer understanding of an incident
- such display would not pose a risk to the health, wellbeing, or safety of any other individual
- it would not constitute an unreasonable intrusion into another person's privacy.

This means that any person on AIAE premises may be captured on CCTV footage or during an incident that the Head of Campus and/or delegate may subsequently show to staff, students and/or their parents.

AIAE cannot give copies of CCTV footage to staff, students, parents or any other parties other than law enforcement agencies or where permitted by law.

CCTV Policy

Managing and securing the CCTV system

The Head of Campus and/or delegate is responsible for managing and securing the CCTV system including:

- operation of the CCTV system and ensuring it complies with this policy
- considering the appropriate location and use of cameras and method for storing CCTV footage
- maintaining, adding and upgrading cameras when required.

Storage and retention of footage

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, our School will manage and securely retain the footage in accordance with records management requirements as issued by the Public Records Office of Victoria.

Ownership of CCTV footage

AIAE Inc. owns all AIAE CCTV systems and CCTV footage.

Disclosure of CCTV footage

Live or recorded CCTV footage may only be disclosed externally as described in this policy or otherwise when permitted or required by law.

Examples of when CCTV footage may be disclosed externally include:

- live or recorded footage disclosed to law enforcement agencies where required or permitted by law
- when required under a court order.

Related Policies

- Privacy Policy
- Recordkeeping Policy

Complaints and Grievances

Parent/carer or general complaints relating to AIAE CCTV systems will be managed in accordance with the AIAE Complaints and Grievances Policy and Procedures, publicly available on the AIAE website.

**ADVANCEMENT
DETERMINATION
FAITH**

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