



CCTV Privacy Notice

AUSTRALIAN INTERNATIONAL ACADEMY OF EDUCATION



CCTV Privacy Notice

Need For CCTV

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.

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.

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

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- 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.

Viewing of Footage

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.

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.

Questions and Concerns

For more information of how AIAE may use the CCTV system and who may access the footage, please see the AIAE's CCTV Policy. If you have any questions or concerns regarding the use of the CCTV system at AIAE, please contact the Head of Campus at the relevant campus.

**ADVANCEMENT
DETERMINATION
FAITH**

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Australian International Academy of Education

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