

# **POLICY: Camera Surveillance**

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## **1. PURPOSE**

The purpose of this policy is to describe Brisbane Catholic Education's (BCE) standards for the use and management of camera surveillance in BCE offices and schools. This policy is to be read in conjunction with: Camera Surveillance procedure; Code of Conduct, and Privacy statement. This policy applies to BCE offices and schools.

## **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**

BCE 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 BCE offices and schools. Footage captured by cameras in BCE offices and schools is used for these purposes and to undertake investigations.

## **4. PRINCIPLES**

- access: access to camera surveillance footage must be authorised by the Manager - Business Services for BCE offices and Principals for schools. 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 Manager - Business Services (for BCE offices) or Principals (for schools) 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**

- Code of Conduct
- Privacy statement
- Privacy Act 1988 (Cth).