SCOTS ALL SAINTS COLLEGE

Surveillance and Security Policy

1. Purpose and Scope

Scots All Saints College (**the College**) is committed to ensuring the safety and security of all students, staff, visitors and College property while preserving and protecting individual privacy. To support this goal, the College employs some surveillance devices including Closed-Circuit Surveillance (**CCTV**), computer monitoring and tracking of College vehicles.

Surveillance may assist the College in three main ways:

a. Security and Safety: To deter, prevent, reduce and help investigate incidents of crime, vandalism, theft, anti-social behaviour and misconduct within and around College property, thereby creating a safer environment for students, staff, and visitors; and
b. Monitoring: To monitor situations that may arise at the College including when a rapid and effective emergency response is needed.

This purpose of this Policy is to outline how surveillance is obtained and used in accordance with the *Surveillance Devices Act 2007 (NSW), Workplace Surveillance Act 2005 (NSW), Privacy Act 1988 (Cth)* and other applicable laws as amended from time to time.

This Policy applies to all students, staff, parents/guardians, contractors, and visitors of the College on its day-school facilities and Boarding Houses.

2. CCTV Surveillance – Surveillance Areas

CCTV cameras are placed in carefully selected common and public areas of the campus grounds and Boarding Houses, where safety and security concerns are greatest and people do not have a reasonable expectation of complete privacy. These locations will vary depending on the particular building in which they were used but may include:

- Building entrances and exits;
- Common spaces such as the dining hall or student common rooms;
- Walkways, corridors and stairwells;
- Recreational areas and quadrangles
- Locker areas;
- College vehicles (including buses).

CCTV cameras are never installed and are expressly prohibited in the following areas for both students and staff:

- Bathrooms, toilets and shower areas
- Change rooms; and
- Bedrooms or dormitories.

A parent of a boarder who would like to know where CCTV cameras are located in and around their child's boarding house should contact the Director of Boarding to arrange a time to meet and be shown in person the location of the CCTV cameras.

3. Notification

The College will inform all members of the College community about the implementation of surveillance including by:

a. distribution of this Policy on College portals;
b. notifying staff in their employment contract and parents in the College's Enrolment Conditions; and
c. having signs about the existence of surveillance.

4. Signage and Visibility

4.1. Camera Visibility

All CCTV cameras are visible. CCTV Cameras are not concealed.

4.2. Posted Signs

There are signs displayed where surveillance is occurring to alert people that they may be under camera surveillance.

The conspicuous placement of CCTV cameras, coupled with signage notifying people of their operation, ensures that no one is unknowingly recorded.

5. Storage, Use and Deletion of Surveillance Footage

All CCTV footage obtained by the College will be stored and used in accordance with the College's *Privacy Policy* and the Australian Privacy Principles.

6. Security of Surveillance Footage

The College will take reasonable steps to protect the personal information it holds from misuse, interference and loss, as well as unauthorised access, modification or disclosure. Given the particularly sensitive nature of CCTV footage, the College will ensure that:

a. data security specialists are engaged to securely store CCTV footage;
b. only members of the College Executive may access or permit senior staff to access CCTV footage within strict and limited circumstances, such as:
    i Suspected or reported incidents of crime or misconduct on College premises;
    ii Investigations related to student or staff welfare concerns;
    iii Compliance with legal requests or obligations;
    iv Any other circumstances deemed necessary by the College Executive for the safety and security of the institution.
c. any person with access to the system or recordings are appropriately trained and aware that the information is to be used on a strictly confidential basis;
d. it undertakes a regular review of the need to retain CCTV footage and delete it or de-identify the personal information, as is appropriate in the circumstances;
e. disclosure of CCTV footage to external parties only occurs under strict and necessary conditions such as in cooperation with law enforcement agencies.

The College will not sell, license, or hand over CCTV footage to third parties for marketing or any non-essential purpose.

7. Request for Access

A parent, guardian or students' request for access to personal information will be handled in accordance with the College's *Privacy Policy*.

8. No Audio Recording

The College's CCTV system records video images only. No sound is recorded by the surveillance cameras.

9. Policy Review and Complaints

This Policy adopts the same complaints procedure as that contained in the *Privacy Policy*. The College will endeavour to review this Policy on an annual basis or earlier if necessary.

Schedule A - Related Policies

a) Privacy Policy

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