



3.18 Closed Circuit Television (CCTV) Policy

1. Introduction

Closed Circuit Television (CCTV) cameras provide recorded surveillance to support the effective investigation of vandalism, graffiti, damage and theft. The presence of CCTV cameras also acts as a deterrent to inappropriate or unlawful behaviours.

2. Purpose

Girton Grammar School (GGS) is committed to providing a safe and secure teaching and learning environment for all members of the school community. To support this commitment and as part of its crime prevention strategy, GGS has installed CCTV cameras across the school premises.

3. Implementation

CCTV cameras have been installed in key positions to monitor external activity on the Senior School and Junior School boundary perimeters and some internal courtyard spaces in the Senior School.

CCTV cameras have been placed to provide effective cover in the key positions identified. However, it is not possible to guarantee that the system will record every incident that takes place. The placement of CCTV cameras will be reviewed regularly. All CCTV cameras will constantly be recording but will not be monitored live.

Signs warning that a CCTV system is in use will be displayed on school premises.

GGS will ensure that the installed system complies with legislative requirements and will not be hidden or covert. CCTV surveillance will not be conducted in any area of the school property where staff, students or community members would have an expectation of privacy. CCTV surveillance will not be used to review employee work processes or productivity.

Prohibited locations of CCTV Cameras

GGS will not install CCTV cameras in the following areas:

- Toilets
- Change rooms
- Dressing rooms
- Showers
- Other areas where individual privacy is paramount.

4. Storage of Surveillance Data

- CCTV surveillance data is held on secure servers and will be stored for four weeks. Data will be deleted after four weeks on a day by day rolling basis.
- Information Technology Staff will manage the CCTV surveillance data, hardware and software.
- CCTV surveillance does not contravene Privacy legislation, and surveillance information will be destroyed or erased unless required for a specific investigation.
- Surveillance information will be referred to the police for criminal or serious matters.

5. Access to Surveillance Data

Access to the CCTV data is limited to authorised staff at the discretion of the Principal or Deputy Principal and authorised Police and Security Services personnel with a legitimate reason, including:

- Reviewing data following an incident related to vandalism, unauthorised entry to the school buildings, theft and other inappropriate activities.
- Reviewing data following any emergency management or critical incident.



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CCTV surveillance data will only be viewed if there is a reasonable belief that an incident has occurred and that the surveillance data may assist in identifying what has occurred and who may be involved.

Only staff authorised by the Principal or Deputy Principal or Head of Junior School may review the surveillance data. Authorisation to review any data will be made on a case by case basis, which will be determined by the Principal or Deputy Principal or Head of Junior School.

6. Requests to View Surveillance Data

All staff, students or community members may request that CCTV surveillance data be reviewed for an investigation where they believe an incident has occurred. This application must be made in writing to the Principal or Deputy Principal or Head of Junior School.

Any request must contain the following information:

- Date of the incident
- Time of the incident
- Location of the incident
- Information to be gained from the review of the data.

7. Information to the School Community

The school community will be informed regularly, via eLink, that CCTV cameras operate on the GGS premises however, the location and times of operation of the cameras will not be specified.

8. Complaints or Concerns

Any complaints or concerns about the use of CCTV cameras at GGS should be addressed in writing to the Principal or Deputy Principal or Head of Junior School.

9. Further Guidance

- [Girton Grammar School Privacy Policy](#)
- [Surveillance Devices Act 1999 \(Vic\)](#)
- [Privacy and Data Protection Act 2014 \(Vic\)](#)

10. Policy Status/Document Control

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