



## Deepdene Primary School

### CCTV Privacy Notice

This Privacy Notice should be read in conjunction with the Department of Education's [CCTV in Schools – Installation and Management Policy](#).

Due to recommendations by the Department of Education, Deepdene Primary School has decided to install a closed-circuit television (CCTV) system at our school.

This Privacy Notice outlines how the CCTV system will be used, including the use and disclosure of any footage produced by the CCTV system so as to be consistent with Victorian privacy law.

#### **Need for CCTV**

Our school has an obligation to ensure the school environment is safe and secure, and fulfil our duty of care to students, staff and visitors. The CCTV system assists our school to fulfil these obligations and to prevent and manage inappropriate behaviour on school grounds between the hours of 5pm and 7.30am.

CCTV also provides enhanced capability to protect our school's assets against vandalism and theft.

#### **Use of CCTV**

Consistent with our school's obligations set out above, our school may use CCTV cameras to:

- prevent, support and verify incidents involving criminal behaviour on our school grounds between the hours of 5pm – 7.30am on school days, 24 hours a day during the school holidays and on weekends

#### **Deepdene Primary School CCTV cameras are NOT**

- located in private areas such as toilets, changing rooms, dressing rooms, showers, or other areas where individual privacy is paramount
- used to monitor students during the school day
- used to monitor student or staff work performance
- hidden or covert

#### **Location of CCTV cameras in our school**

In our school, CCTV cameras are located:

- at the front door facing the gate
- at the computer lab door facing the asphalt
- at the Centenary building door facing the ramp
- at the main doors of the Centenary building facing the basketball courts
- on the back of the portables facing the oval and fence
- on the OSH Club building facing the gates and school path area

A notice will be located at the school's entrances, which alerts people to the presence of cameras and this CCTV Privacy Notice.

## **Access to CCTV footage**

CCTV footage is only accessed for the purposes set out in this Privacy Notice and the Department's CCTV Policy and only by the following people:

1. the Principal or nominee, including people explicitly authorised by the Principal
2. central and regional Department staff, when required to assist the school for an above purpose
3. any other people permitted by law.

## **Request to view footage**

Please note, our school cannot provide copies of CCTV footage to staff, students or parents. The Department must be contacted where these requests are made.

## **Storage of footage**

CCTV footage is stored locally on the school's server.

CCTV footage is kept for no more than 30 days.

If our school has not used CCTV footage in any of the ways set out above, 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 the retention requirements set out in the Department's Records Management Policy.

## **What if you have questions?**

If you have any questions or concerns regarding the use of the CCTV system in our school, please contact the school to discuss [deepdene.ps@education.vic.gov.au](mailto:deepdene.ps@education.vic.gov.au)