

De La Salle Catholic College Cronulla



VIDEO SURVEILLANCE POLICY AND PROCEDURE 2015

This Policy and Procedure also related to the:

Privacy Act 1988 (and the National Privacy Principles)
The Workplace Surveillance Act 2005 (NSW)

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1. Overview

- 1.1 In recent years there has been significant investment placed into computing equipment and teaching & learning resources at the College by the Federal Government and the College itself. We have decided to protect this investment and encourage the responsible use of the equipment through the instillation of a number of video cameras in our learning facilities.
- 1.2 De La Salle Catholic College Cronulla is committed to the security and well-being of its staff, students and its resources. This policy will further support all parties in the safe and responsible use of the teaching and learning resources we have available at the College.

2. Notification of Staff, Students and the College Community

- 2.1 It is the responsibility of the Principal to ensure that all parties are notified of the intention to carry our video surveillance on areas within the College, the location of the cameras, implementation date, the period that the video footage will be stored and access to the data.
- 2.2 Staff will receive a letter outlining all of the above a minimum of two weeks before instillation as stated in the Workplace Surveillance Act. Students and the College Community will be notified through the College Newsletter. Throughout the implementation phase the IEU will be consulted as to the course of events.
- 2.3 Signs are placed in the area where the cameras are located.

3. Sites that will be monitored

- 3.1 Buildings and Grounds including the new Construction work shop.
- 3.2 If other areas of the College are to be monitored the College will follow the same notification procedures as stated above.

4. Implementation

- 4.1 The instillation first took place in 2014 and this policy was enacted at that time. Other venues for installation will continue to be sought in the future.

5. Storage of Data

- 5.1 Data will be stored on-site on a College Server.

6. Access to Data

- 6.1 The Principal, Assistant Principal, members of the College Leadership Team and members of the ICT Support Team will have direct access to this data. Data will only be accessed as part of routine surveillance and in specific circumstances that require viewing of the footage.
- 6.2 Staff, students and members of the College Community can request access to the footage under section 6 of the National Privacy Principles related to the Privacy Act. All requests will be reviewed on a case-by-case basis. The final decision as to access to the data will rest with the Principal or their delegate.

7. Policy Review

- 7.1 This policy will be reviewed as part of the College's annual review process. Any changes or updates required will be included at this time.