



BRISBANE CATHOLIC EDUCATION CLAIRVAUX MACKILLOP COLLEGE - CAMERA SURVEILLANCE POLICY

VISION

Each Catholic community, organisation and individual collaboratively engaged in the educational ministry of the Church in the Archdiocese of Brisbane is called to:

Teach

We promote faith in Jesus Christ, teaching and learning about Jesus, the gospel and the faith of the Catholic Christian community. Learning is lifelong, life-giving and engages the whole person.

Challenge

Inspired by the Holy Spirit, we challenge those we educate to live in communion with God, others and the whole of creation in prayerful, sacramental, just, peaceful, inclusive and reconciling communities.

Transform

We educate for a transformed world in communion, by nurturing the gifts and potential of each person, enacting shared leadership, and exercising a preferential option for the poor and marginalised.

1. Purpose

- 1.1 Brisbane Catholic Education and Clairvaux MacKillop College aim to provide a school and work environment which is safe, secure and supportive for all students, visitors and Brisbane Catholic Education employees.
- 1.2 Brisbane Catholic Education and Clairvaux MacKillop College's aim to ensure that its physical assets and resources are safe, secure and used appropriately.
- 1.3 Clairvaux MacKillop College uses camera surveillance at the school to assist in the security and protection of students, Brisbane Catholic Education employees and school property and to assist in preventing crime, misconduct, theft and damage to property.
- 1.4 The purpose of this Policy is to provide information to Brisbane Catholic Education employees, students and the school community in relation to the camera surveillance which is in operation at Clairvaux MacKillop College.

2. SCOPE OF THE POLICY AND COMPLIANCE

- 2.1 Brisbane Catholic Education is the agency of the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane responsible for the administration of systemic Catholic Schools and the office of Brisbane Catholic Education situated in the Archdiocese of Brisbane.
- 2.2 This Policy applies to all students, Brisbane Catholic Education employees, volunteers and other personnel. In this Policy, Brisbane Catholic Education

employees includes full-time, part-time, casual or temporary employees and students gaining work experience or performing work on a voluntary basis.

2.3 The Principal has overall responsibilities for managing compliance with this Policy.

3. QUESTIONS

3.1 If employees, students or parents have any questions about this Policy or wish to clarify any issues, they may contact Helen Hartwig, Business Services Co-ordinator at Brisbane Catholic Education.

3.2 Helen Hartwig may be able to provide assistance, if employees need any information or advice in relation to:

- camera surveillance equipment and systems;
- installation of camera surveillance equipment;
- length of time camera surveillance images should be stored;
- where images from camera surveillance should be stored; and
- circumstances in which recordings from camera surveillance will be used.

4. CAMERA SURVEILLANCE

4.1 'Camera Surveillance' is surveillance by means of a camera that monitors or records visual images of activities in the school or on Brisbane Catholic Education property or premises.

4.2 The installation of Camera Surveillance at Clairvaux MacKillop College has been approved in writing by the Principal. The Principal should consider any concerns raised by individual Brisbane Catholic Education employees working in an area under Camera Surveillance under section 5.3, before granting approval.

4.3 The Principal has carried out a security risk assessment and has identified security risks in areas of the school. The purpose of the Camera Surveillance at Clairvaux MacKillop College is to assist in ensuring the safety and security of Brisbane Catholic Education employees, students and the school community and assist in protecting the physical assets of the school from theft, damage, arson and malicious damage. Camera surveillance may also be used to investigate allegations of misconduct by employees. In addition, the purpose of the Camera Surveillance is to assist in the supervision of students in areas in the school which may be otherwise hidden or are not covered by the school's stated supervision policy.

4.4 Camera Surveillance is installed in the following areas in the school:

ERC-Block DVR- Analogue

- **ERC Level 3,**
 - Camera 51, Walkway
 - Camera 52, Walkway
 - Camera 53, Hallway
- **ERC Level 2, Camera**
 - Camera 48, Walkway
 - Camera 49, Walkway
 - Camera 50, Music Room
- **ERC Level 1,**
 - Camera 43, end of ERC Facing Oval
 - Camera 44, External facing Courtyard

- Camera 45, External facing Courtyard
 - Camera 46, Ground Locker Room
 - Camera 47, Ground Locker Room
 - **Year 8 Building**
 - Camera 38, External Looking at Courtyard
- H-Block DVR- Analogue**
- **H Block Level 2,**
 - Camera 1, External facing admin office
 - Camera 8, H2 Classrooms
 - Camera 9, H1 Classroom
 - Camera 10, in H Block Office
 - Camera 12, External Looking at Courtyard Bus Shelter
 - Camera 14, H3 Classroom
 - **E Block Level 2,**
 - Camera 2, E Block Toilets
 - Camera 3, H & S Block Walkway
 - Camera 5, Tech Block Stairway
 - Camera 7, E4 Classroom
 - Camera 13, External E Block and Auditorium
 - Camera 10, External Looking at J Block
 - Camera 11, E Block Staff Room

M-Block DVR- Analogue

- **M Block Level 3**
 - Camera 15,16, Level 3 Walkway
 - Camera 37, External looking over Tennis Court

S-Block DVR- Analogue

- **S Block Level 1,**
 - Camera 54,55, Stairs and Walkway South
 - Camera 56, Middle Stairs
 - Camera 57,58, Stairs and Walkway North
- **S Block Level 1,**
 - Camera 59,60, Internal Classrooms
- **S Block Ground Locker Rooms,**
 - Camera 62,63,64, Ground Floor Locker Room

- 4.5 The Camera Surveillance system comprises which are all attached to a Camera Server running in the H Block Server room. The Camera Server itself is accessible to all IT Staff by Remote VNC. There is also a published webpage where cameras can be viewed by IT staff and the groundsman from a web browser. The Camera server runs a console which controls all cameras, and video can be downloaded from this console. There are no wireless cameras at this stage
- 4.6 The Camera Surveillance operates 24 hours a day, 7 days a week and cameras. Some of the cameras are motion activated and have infra-red capability, but the majority of the cameras are constant feed. Images are recorded on a dedicated Camera Server. Images are retained for up to 21 days or longer if instructed by the Principal or required by law.
- 4.7 The Camera Server and cameras are monitored by IT Staff only when video footage is required.
- 4.8 The Principal will provide an appropriate authorisation to an employee before the employee ("authorised employee") may access the Camera Surveillance system and

images. Camera Surveillance is monitored by the Principal and authorised employees, including that:

- the cameras are checked weekly by an authorised employee to ensure the system is operating effectively;
- programmed maintenance is scheduled for the CCTV system;
- recorded footage is accessed by an authorised employee if requested by the Principal to provide reports of any suspicious activities and records are kept of this access; and
- active camera footage may be viewed by authorised security duty officers on roster in case of an incident occurring out of hours and records are kept of this access.

4.9 The Camera Surveillance installed at the school will be placed in the appropriate location, height, position and orientation and be vandal resistant. Appropriate lighting will be installed. The camera equipment will be appropriately maintained and monitored by an approved contractor to ensure it is operational and effective.

4.7 Camera Surveillance should not be placed in a location where private premises can be clearly viewed from the cameras. In addition, Camera Surveillance must not take place in private areas in the school such as toilets, change rooms, bathing facilities, health rooms and counselling rooms.

5. NOTICE AND SIGNAGE OF CAMERA SURVEILLANCE

5.1 The Principal will provide reasonable notice of the camera surveillance that is operating at the school. Notice should be provided in a prominent sign near the entrance of the area under surveillance that states the purpose of the camera surveillance, the area in which the camera surveillance operates and any entities to whom the school usually discloses the information captured via camera surveillance.

5.2 The Principal will take all reasonable and appropriate action to ensure that the cameras are clearly visible and an additional sign is placed near each camera to notify people of the presence of the camera.

5.3 The Principal will endeavour to provide a written notice to each individual Brisbane Catholic Education employee who is regularly working directly in an area intended to be under Camera Surveillance. New starters will be provided with this notice within a reasonable time before commencing work directly in an area under Camera Surveillance. The notice should specify the area in which the surveillance is to be conducted, the specific purpose for the Camera Surveillance and the person responsible for the conduct of the surveillance. The Principal should consider all concerns raised by individual employees working in an area under Camera Surveillance and document and address, where appropriate, any concerns raised.

6. COMMUNICATION OF THIS POLICY

6.1 The Principal will ensure that this Policy is uploaded to the Clairvaux MacKillop College's website. The Principal will endeavour to provide reasonable notice to Brisbane Catholic Education employees, students and parents at Clairvaux MacKillop College of where the Policy can be accessed and provide information on the Policy.

7. PRIVACY AND USE OF SURVEILLANCE RECORDINGS

- 7.1 The Principal will take all reasonable action to ensure that all recordings and records from the Camera Surveillance are protected against loss or unauthorised access and are kept confidential and in accordance with the *Privacy Act 1988 (Cth)* and Brisbane Catholic Education's Privacy Policy.
- 7.2 The Principal will take all reasonable action to ensure that the images, records and information gathered through Camera Surveillance are only accessed by authorised personnel and used only in accordance with this Policy.
- 7.3 Recordings cannot be used for irrelevant purposes. In no circumstances, may images be used for commercial purposes or entertainment. The Principal should take all reasonable action to ensure that all recordings and records are erased as soon as they cease to be of use.
- 7.4 Images of children cannot be published by Brisbane Catholic Education or any Brisbane Catholic Education employee without the specific written consent of the parents. Please also refer to the Brisbane Catholic Education Consent Form - All Forms of Media and Communications.
- 7.5 Any personal information which may be obtained by surveillance will be handled in accordance with the *Privacy Act 1988 (Cth)* and Brisbane Catholic Education's Privacy Policy.
- 7.6 Principals will take appropriate disciplinary action if it is found that Camera Surveillance is being undertaken in an inappropriate, unauthorised or unethical manner.

8. DISCIPLINARY ACTION

- 8.1 If anyone to whom this Policy applies breaches this Policy or any other Brisbane Catholic Education policy or procedure, Brisbane Catholic Education will take appropriate disciplinary action.
- 8.2 Brisbane Catholic Education will take appropriate action against any Brisbane Catholic Education employee, student or parent who is found to have compromised the safety, security or wellbeing of Brisbane Catholic Education employees, students, parents, visitors or Brisbane Catholic Education's or Clairvaux MacKillop College property and resources.

9. GENERAL PROVISIONS

- 9.1 This Policy does not contractually create or contribute to a legal cause of action against Brisbane Catholic Education.

10. REVIEWS AND UPDATES

- 10.1 Brisbane Catholic Education may, in its absolute discretion, amend this Policy from time to time as Brisbane Catholic Education considers necessary.
- 10.2 This Policy will be periodically reviewed so that it remains effective and relevant to the workplace.