

## **BRISBANE CATHOLIC EDUCATION EMMAUS 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 BCE and Emmaus College aims to provide a school and work environment which is safe, secure and supportive for all students, visitors and BCE employees.
- 1.2 BCE and Emmaus College's aims to ensure that its physical assets and resources are safe, secure and used appropriately.
- 1.3 Emmaus College uses camera surveillance at the school to assist in the security and protection of students, BCE 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 BCE employees, students and the school community in relation to the camera surveillance which is in operation at Emmaus College.



*Excellence in learning within a contemporary Christian community*

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## **2. SCOPE OF THE POLICY AND COMPLIANCE**

- 2.1 BCE 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 BCE situated in the Archdiocese of Brisbane.
- 2.2 This Policy applies to all students, BCE employees, volunteers and other personnel. In this Policy, BCE 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 *the Manager, Business Services* at BCE.
- 3.2 *The College Business Manager* 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 BCE property or premises.
- 4.2 The installation of Camera Surveillance at Emmaus College has been approved in writing by the Principal. The Principal should consider any concerns raised by individual BCE 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 Emmaus College is to assist in ensuring the safety and security of BCE 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 Appendix 1 illustrates the locations of the 64 surveillance cameras currently installed at the College.
- 4.5 The Camera Surveillance system comprises a main control server unit and fixed and remotely controlled cameras located on the school grounds and inside buildings. Wireless access to camera images will be provided to authorised personnel only.
- 4.6 The Camera Surveillance operates 24 hours a day, 7 days a week and cameras are motion activated. Images are recorded on physical Dell server, located in a secure location with restricted access. Images are retained for up to 365 days or longer if instructed by the Principal or required by law.

- 4.7 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.
  - active camera footage is viewed by the College Receptionist on duty to monitor the student reception area for students waiting for collection by parents. They are not able to access previously recorded footage.
  - active camera footage is viewed by the Student Receptionist on duty to monitor the College reception area for parents waiting to collect students. They are not able to access previously recorded footage.
  - active camera footage is viewed by the Student Receptionist on duty to monitor the following areas to provide additional supervision:
    - First Aid Room
    - Health Room 1
    - Health Room 2
    - Student Storage Room
- 4.8 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.
- 4.9 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, 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 BCE 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 Emmaus College website. The Principal will endeavour to provide reasonable notice to BCE employees, students and parents at Emmaus 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 BCE'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 BCE or any BCE employee without the specific written consent of the parents. Please also refer to the BCE 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 BCE'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 BCE policy or procedure, BCE will take appropriate disciplinary action.
- 8.2 BCE will take appropriate action against any BCE employee, student or parent who is found to have compromised the safety, security or wellbeing of BCE employees, students, parents, visitors or BCE's or Emmaus College's property and resources.

## **9. GENERAL PROVISIONS**

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

## **10. REVIEWS AND UPDATES**

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