



# Saint Ignatius College Geelong

## CCTV Privacy Notice

### Saint Ignatius College Geelong - CCTV Privacy Notice

Saint Ignatius College Geelong has a closed-circuit television (CCTV) system on the premises. This Privacy Notice outlines how the CCTV system will be used, including the use and disclosure of any footage produced by the CCTV system, to be consistent with Victorian law.

#### Need for CCTV

Saint Ignatius College Geelong has an obligation to ensure the environment is safe and secure, and fulfil our duty of care to all persons, students, staff and visitors. The CCTV system assists Saint Ignatius College Geelong to fulfil these obligations and to prevent and manage other inappropriate behaviour on the premises. CCTV also provides enhanced capability to protect the premises against vandalism and theft.

#### Use of CCTV

Saint Ignatius College Geelong may use CCTV cameras to:

- prevent, support and verify incidents involving:
  - criminal behaviour
  - staff misconduct
  - other inappropriate behaviour – including of students, staff, visitors or members of the public.
- verify and investigate other incidents involving students, staff and visitors (for example incidents in which a person has sustained injury, loss or damage on school premises)
- assist in the resolution of emergencies and critical incidents
- as required

#### Prohibited use of CCTV

CCTV cameras are not used in the following prohibited areas:

- private locations such as toilets, showers or change rooms
- first aid rooms, sick bays or staff rooms
- classrooms or
- other areas where individual privacy is paramount.

CCTV cameras may be used to review incidents involving staff and/or students. Hidden/covert CCTV cameras and audio recording devices are not used.

#### Location of CCTV cameras in our school

In our school, CCTV cameras are located in:

Xavier Centre, MacKillop Centre, Senior R block, Loyola Administration Centre, EDCC Centre, Companions Centre, Year 9, Gym, Performing Arts area and Carparks.

#### Access to CCTV footage

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

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



# Saint Ignatius College Geelong

## CCTV Privacy Notice

### Request to view CCTV footage

Requests to access CCTV footage located on MACS premises are to be submitted to The Principal, Saint Ignatius College Geelong (see Request for Access Form).

A request for access to CCTV footage is to include the following information:

- date of the incident
- time of the incident
- location of the incident
- reason why the viewing has been requested and
- the names of those involved (if applicable).

The request will then be assessed by the Principal. If appropriate, the Principal may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents. This will be provided if:

- the Principal considers it appropriate and necessary to support any persons/parents/guardians/carers to understand the specifics of an incident that has taken place so they can provide appropriate support to their child or for a staff member to better understand an incident
- it would not cause a health, wellbeing or safety risk to any other person and
- it would not be an unreasonable intrusion into another person's privacy.

Please note, copies of the CCTV footage will not be provided unless required by law.

### Storage of CCTV footage

CCTV footage is stored locally on the Saint Ignatius College Geelong server. CCTV footage is kept for a minimum of 30 days. If Saint Ignatius College Geelong has not used CCTV footage in any of the ways set out above, and there has been no request to view or access footage during this period, the footage may be deleted.

Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, our College will manage and securely retain the footage in accordance with the retention requirements and privacy legislation.

### Further questions

For more information of how MACS premises may use the CCTV system and who may access the footage, please refer to [Closed Circuit Television Policy](#) or contact:

The Principal, Saint Ignatius College Geelong

E. [principalsoffice@ignatius.vic.edu.au](mailto:principalsoffice@ignatius.vic.edu.au) or P. 03 5251 1136