St Francis Xavier Primary School - CCTV Privacy Notice

St Francis Xavier Primary School 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

St Francis Xavier Primary School 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 St Francis Xavier Primary School 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

St Francis Xavier Primary School 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

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, 5 CCT cameras are located externally at the front of the school and in the staff car park:



8 Park Street Frankston, 3199 • Phone: 03 9783 3424 • Email: office@sfxfrankston.catholic.edu.au

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.

Request to view CCTV footage

Requests to access CCTV footage located on MACS premises are to be submitted to St Francis Xavier Primary School.

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 school principal. If appropriate, the school principal may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents. This will be provided:

- the school principal considers it appropriate and necessary to support [persons/parents/guardians/careers] 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 St Francis Xavier Primary School server. CCTV footage is kept for a minimum of 30 days. If St Francis Xavier Primary School 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 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 and privacy legislation.

Further questions

For more information of how MACS premises may use the CCTV system and who may access the footage, please contact

The School Principal

St Francis Xavier Primary School - Frankston

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