

CCTV Privacy Notice

Yarra Valley Grammar 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 current legislation.

Need for CCTV

Yarra Valley Grammar has an obligation to ensure the environment is safe and secure, and fulfil the School's duty of care to all persons, students, staff and visitors. The CCTV system assists the 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

Yarra Valley Grammar 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
- other approved functions 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
- school Health Centres
- 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.

Access to CCTV footage

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

- the Principal or nominee
- the Corporate Services Manager or nominee
- the Manager Buildings and Services
- Helpdesk staff; and/or
- any other people permitted by law (e.g. emergency services).

Request to view CCTV footage

Requests to access CCTV footage are to be submitted to reception@yvg.vic.edu.au.

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 or Corporate Services Manager. If appropriate, they may show specific footage of an incident to those directly involved, including relevant staff, students and/or their parents. This will be provided if:

- they consider it appropriate and necessary to support them 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 School's server. CCTV footage is kept for a minimum of 90 days. If the 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, the School will manage and securely retain the footage in accordance with the retention requirements and privacy legislation.