St Gregory’s College
Campbelltown

VIDEO SURVEILLANCE POLICY AND PROCEDURE

This Policy and Procedure also related to the:

Privacy Act 1988 (and the National Privacy Principles)
St Gregory’s College Privacy Policy 2011
The Workplace Surveillance Act 2005 (NSW)

Confirmed April 2011
Reviewed December 2012
ST. GREGORY’S COLLEGE, CAMPBELLTOWN

VIDEO SURVEILLANCE POLICY AND PROCEDURE

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### 1. Overview

1.1 As a result of the significant investment placed into the computing equipment at the College by the Federal Government and the College itself we have decided to protect this investment and encourage the responsible use of the equipment through the instillation of a number of video cameras in our computing facilities.

1.2 St. Gregory’s College is committed to the security and well being of its staff, students and its resources. This policy will further support all parties in the safe and responsible use of the digital resources we have available at the College.
2. **Notification of Staff, Students and the College Community**

2.1 It is the responsibility of the Headmaster to ensure that all parties are notified of the intention to carry out video surveillance on areas within the College, the location of the cameras, implementation date, the period that the video footage will be stored and access to the data.

2.2 Staff will receive a letter outlining all of the above a minimum of two weeks before installation as stated in the Workplace Surveillance Act. Students and the College Community will be notified through the College Newsletter and Boarding Newsletter. Throughout the implementation phase the IEU will be consulted as to the course of events.

2.3 Signs will be placed in the area where the cameras are to be placed.

3. **Sites that will be monitored**

3.1 Initially, the *Library Bag Room and Room 424* will be monitored.

3.2 If other areas of the College are to be monitored the College will follow the same notification procedures as stated above.

4. **Implementation**

4.1 The installation will take place in Term 2 2011 and this policy will be enacted at the same time.

5. **Storage of Data**

5.1 Data will be stored on-site on a College Server.

6. **Access to Data**

6.1 The Headmaster, Deputy, members of the College Leadership Team, members of the ICT Support Team, and the e Learning Coordinator’s will have direct access to this data. Data will only be accessed during the trial period, as part of routine surveillance and in specific circumstances that require viewing of the footage.

6.2 Staff, students and members of the College Community can request access to the footage under section 6 of the National Privacy Principles related to the Privacy Act. All requests will be reviewed on a case-by-case basis. The final decision as to access to the data will rest with the Headmaster or their delegate.

7. **Policy Review**

7.1 This policy will be reviewed as part of the College’s annual review process. Any changes or updates required will be included at this time.