



CCTV AND VAPE DETECTION POLICY

CONTEXT STATEMENT

St Mark's College (College) is committed to providing safe environments for all employees, students and visitors. Closed Circuit Television (CCTV) and Vape Detection systems are security and safety measures that the College can use to support a safe and secure environment. The College recognises the need to ensure a balance between the individual's rights to be free from invasion of privacy and the duty to promote a safe environment for all employees, students and visitors, and the protection of property.

This policy has been developed as required under the SACCS CCTV Video Surveillance Policy to regulate access to content created using surveillance. This policy aligns with the SACCS policy to which the College is bound.

PURPOSE

This policy outlines the requirements relating to the implementation, installation and responsible management and use of CCTV and Vape Detection at the College.

The purpose of this policy is to enhance the security of property owned and operated by the College and provide all employees, students and visitors with a safe environment in which they can work and study.

Installing CCTV systems and Vape Detection on college grounds can support the College by:

- acting as a deterrent and reducing the likelihood of vandalism and theft on college grounds,
- deterring misconduct and inappropriate behaviour,
- helping to verify incidents on college grounds to support an evidence-based response,
- reassuring students, staff and visitors that they are protected when on college grounds, and
- identifying breaches of the Catholic Education South Australia (CESA) Policies - Behaviour Education and Personal Responsibility Policy and Respectful Relationships Policy.

DEFINITIONS

Closed Circuit Television (CCTV) - means Closed Circuit Television and in the context of this document includes all equipment used to record and store video and/or audio for the purposes of surveillance and protection of college property.

Vape Detection – means a system designed to detect atmospheric particles and loud noises that may indicate the use of e-cigarettes or inappropriate behaviour. No video is collected, and the system does not store audio data. The system only sends and records alerts.

SACCS – means the South Australian Commission for Catholic Schools

Staff - means any employee of CESA, including contractors, casual staff and outsource provided staff with contact with CESA provided ICT facilities.

Surveillance - means audio, optical and alert surveillance and includes the use of CCTV and Vape Detection.

Surveillance Device - means any type of device used for Surveillance and includes software and hardware for CCTV and Vape Detection.

POLICY

The College will employ CCTV and Vape Detection in the following consistent manner:

Surveillance will be conducted in accordance with the law for the purposes of monitoring and recording activity within the physical College boundary and public places around the perimeter of college grounds;

Use of a Surveillance Device will only be to protect the lawful interests of the College or in the public interest;

Surveillance will be conducted in the interests of protection of college property, safety and as a deterrent to undesirable behaviour by persons on or near College grounds;

The collection, storage and use of personal information collected through the use of Surveillance will comply with the Australian Privacy Act (Cth) and in accordance with the Australian Privacy Principles (APPs);

Implementation of Surveillance infrastructure in the College is approved by the Principal under the following conditions:

- a formal proposal containing all pertinent details,
- a Privacy Impact Assessment (PIA) conducted by the College, and approved by the Principal;
- equipment meets SACCS approved standards as exists at the time of purchase and installation.

For CCTV cabling and cable protection conform to AUSTEL technical standards as they exist at the time;

For CCTV video or audio traffic is carried by separate cable or virtual private network to that of the College local area network;

For CCTV video data in transit is encrypted end to end with industry standard encryption in accordance with SACCS approved standards;

For CCTV stored video or audio (data at rest) is encrypted with industry standard encryption technology in accordance with SACCS approved standards;

Access to the live feed or recorded video or audio or alerts requires written permission from the Principal observing the principle of access of least privilege and associated with the lawful interests of the College;

The College ensures access is strictly managed, with all access logged for audit purposes;

The College ensures access to the video, audio and/or alert equipment used for recordings is restricted to staff required to manage the infrastructure;

Alert, video and audio recordings are kept for 90 days before being securely destroyed, in accordance with privacy principles

The College has a documented risk analysis and procedure to regulate access to content created using Surveillance;

The College Surveillance procedures documents access provisions in accordance with the Surveillance Devices Act 2016 (SA). Disclosure of content is prohibited with exceptions for the following:

- disclosure to the police or officers of an investigating agency for the purposes of a relevant lawful investigation,
- disclosure authorised by a judge,
- disclosure to the person who was a party to the activity or their parent/guardian,
- disclosure with consent of each person involved in the recorded activity, and
- disclosure in relation to a situation in which a person is being subjected to violence or there is an imminent threat of violence to a person.

Students, staff, parents, guardians, and/or other adults responsible for students at the College have been informed that video surveillance will be in operation;

Clear and visible signage is visible at appropriate entry points and throughout the College to ensure all persons entering or in proximity to the College grounds can be reasonably expected to be aware that Surveillance is in operation.

CCTV cameras and Vape Detection installation is approved by the Principal only. Cameras are prohibited from being installed in:

- toilets,
- change rooms,
- dressing rooms,
- bedrooms,
- first aid/sick bays, and
- showers.

Vape Detection systems do not record video or store audio and therefore can be installed in the above areas listed.

Hidden or covert Surveillance Devices are strictly prohibited.

St Mark's College Revision Record

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