



# RIVERMOUNT COLLEGE

*Realising the Potential Within*

## 9.03.02 VIDEO SURVEILLANCE POLICY

### PURPOSE OF THIS POLICY

Rivermount College is implementing this Policy to ensure that the privacy of students and staff is protected against the misuse of materials that may be recorded on the College video surveillance security system.

### SCOPE

This Policy applies to employees, volunteers, parents/carers, students, and people visiting the College site.

### RESPONSIBILITY

Principal reporting to the Board of Directors

### LEGISLATION AND REFERENCES

[Privacy Act 1988 \(Cth\)](#)

[Privacy Amendment Act 2004 \(Cth\)](#)

### POLICY STATEMENT

In order to protect the security of staff and students, Rivermount College has installed video surveillance cameras at various locations around the school grounds. It is the policy of the school to protect the privacy of staff and students who may be filmed by these cameras.

Surveillance cameras are placed in the following locations at the time this Policy is reviewed:

- Above the front doors to the Administration Building facing the front steps
- The front of the Prep Building facing the road entry to the College
- The old Primary demountable facing the Maintenance compound
- The eastern side of The Colin Young Community Centre facing the Belair Drive road access
- The western side of The Colin Young Community Centre facing the Senior Court complex
- The Neville Bonner Centre facing the Senior Carpark

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- The Neville Bonner Centre facing the Colin Young Community Centre
- Above the southern access doors to the Administration Building facing the Primary play area
- Rear of the Art building facing the back access road and primary courts
- Resource Centre Study Area
- Back of Middle School block facing Middle School Grounds
- Year 1 Building facing Year 1 Playground Area
- Senior Block side facing Senior School Pathway
- Back of Finance Office facing Junior Undercover area
- Front of Technology Building facing Hank Young Resource Centre
- Back of Administration facing back pathway
- Inside CYCC facing stage area
- Back of Science Building facing main access road
- Swimming Pool facing pool area
- Back of old Primary Demountable facing back access road
- Side of Administration building facing bus storage area
- Year 1 building facing Year 1 carpark
- Back of Middle School building facing Belair Drive carpark
- Other video cameras may be installed by the College from time to time and existing locations may be varied

To alert any person on the school grounds that they may be videoed a sign is placed at both entrances to the College. The cameras are in operation 24 hours per day, 7 days per week, in the locations indicated.

In order to protect your privacy the College follows the procedures set out below:

1. Provided no incident has been reported in an area under video surveillance, all recordings are deleted at the end of 28 days without being viewed.
2. Recordings are stored in a secure location which can only be accessed by the Principal, Business Manager or IT Manager, or other members of staff in the presence of the Principal, Business Manager or IT Manager.
3. If an incident occurs in an area under surveillance, the recordings referring to that period of time will be viewed by the Principal, Business Manager or IT Manager in the first instance.
4. Should the recordings provide information which has bearing on the incident, the recordings may be made available to other staff or related persons.
5. Should the recordings provide information which has bearing on the incident, the recordings may be made available the police.
6. Parents will be notified if recordings containing an image of their child has been passed on to police.

(Note: the College is aware that from time to time students may be videoed near the time of an incident where they are clearly not guilty of any offence. The College will do everything it can to protect the privacy of these students by:

- Destroying the recordings within 28 days or as soon as it receives permission from the police; and
- Notifying parents in writing that their child has been videoed and is clearly not guilty of any offence.)

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