

CCTV Procedure

Version History

Version No.	Description of Changes	Effective Date
V1.0	DRAFT version published on CompliSpace.	Sep 2023
V2.0	Updated and published version is in accordance with the NQF regulation and National Model Code to ensure we are meeting child safe organisational requirements. This document has also been published in line with the new document management procedure.	26/08/2025

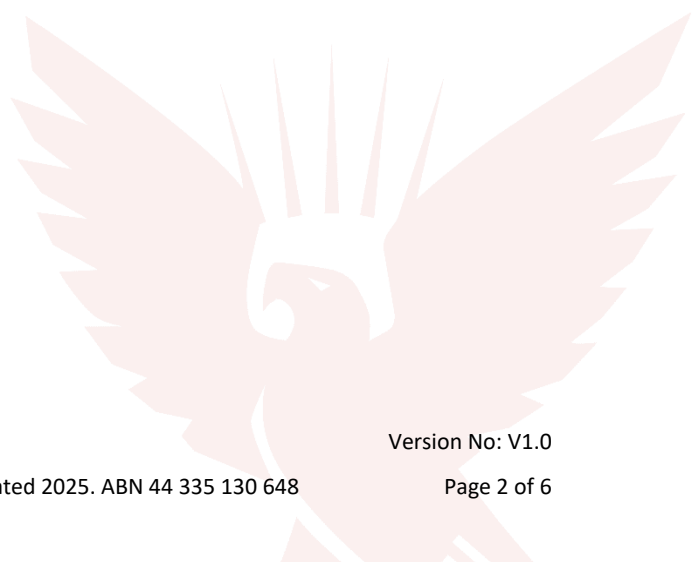
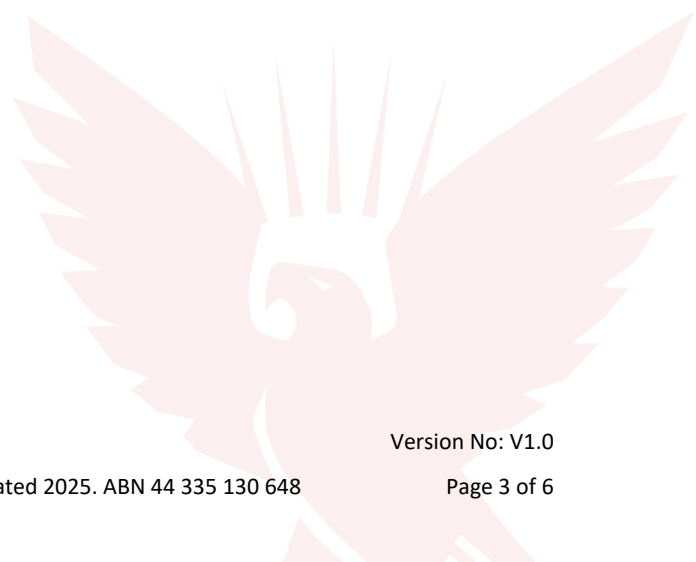


Table of Contents

1	Purpose	4
2	Scope.....	4
3	Definitions.....	4
4	Introduction	5
5	CCTV Cameras.....	5
5.1.1	Installation.....	5
6	Recording and storage.....	5
7	Use and Disclosure of footage.....	6



1 Purpose

This procedure outlines how we use and management of Closed-Circuit Television (CCTV), which we have installed for the safety and security of children, families, staff and visitors to our campuses. This document should be read in conjunction with our Privacy Policy.

This procedure is written in accordance with the following legislation:

- Privacy Act 1988.
- Surveillance Devices Act 2016 (SA).
- Criminal Law Consolidation Act 1935 (SA).
- *National Regulations*
- National Principles for Child Safe Organisations

2 Scope

- All St John's Grammar employees, volunteers and work placement students.
- All third-party providers, visitors and users of our site.
- All members of St John's Grammar Governing Board and sub-committees.
- All Students enrolled at the school.

3 Definitions

Term	Definition
CCTV	Closed-Circuit Television a video surveillance system used to monitor designated areas within our service.
Personal information	refers to any information or opinion about an identified individual or an individual who is reasonably identifiable. What is personal information will vary, but it includes CCTV footage if individuals can be identified.
Surveillance device	is any device that is capable of recording visual or audio content.

4 Introduction

St John's Grammar School has an obligation to ensure the school environment is safe and secure, and fulfil duty of care to students, staff, and visitors. We have installed the system and use it:

- To protect the school against security breaches, including vandalism, theft, or unauthorised access.
- To verify incidents or allegations of security breaches, misconduct, or inappropriate behaviour.
- For evidence, if required by the police, courts, child protection authority, regulatory authority or another relevant authority, including evidence relating to incidents or allegations of harm or risk of harm to a child.

Note: we only use CCTV footage for the purpose it has been collected or a reasonably expected related purpose, or as required or authorised by law.

5 CCTV Cameras

The CCTV cameras transmit the footage back to a server located and can only accessed through the school's NXWitness Video Management System (VMS).

5.1.1 Installation

Our cameras are installed in the following areas:

- School and building entrances.
- Corridors.
- Locker areas.
- Computer labs.
- Ovals.
- Playgrounds.
- Boarding houses
- other high-risk areas such as the Reg Wymond Technology Centre workshops.

CCTV cameras are never located to capture images in areas where children, staff or visitors would expect privacy or in non-work areas of the service, including in:

- Toilets
- Changing rooms
- monitor staff rooms or for the quality of teaching or work performance.
- Sickbay or first aid rooms
- Parents room, prayer room or breastfeeding areas.

6 Recording and storage

We collect, use, disclose, store, and destroy CCTV footage in accordance with the Australian Privacy Principles Access to CCTV footage.

Recording is ongoing and continuous 24 hours/7 days a week all year. CCTV footage is stored electronically on dedicated infrastructure in a secure location on School premises.

CCTV footage is kept for no more than 28 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.

7 Use and Disclosure of footage

We take our obligations under privacy laws seriously and only allow CCTV footage to be used and disclosed for the purpose we collected it, or as required or authorised by law and in accordance with our privacy

Only authorised users are permitted to access CCTV footage, and any access must comply with this policy and relevant legal obligations. Authorised users are as listed:

- The Principal or delegate they explicitly authorise to review
- Deputy Principal,
- Business Director or delegate, Property Services Manager and or Security personnel.

If an incident occurs or an allegation is made, an authorised user (including an authorised third party) may review footage to investigate further. In this case, an authorised user may need to watch footage of before, during and after the time in question and footage may be stored for longer than our standard time.

All requests must be put in writing use the following [CCTV Footage Request Form](#). This can only be approved by the Privacy Officer and or Business Director. The request must include the date, time, and reason for access.

Individuals have a right to access their personal information. All requests by families, staff or visitors to use or disclose footage must be made in writing to the approved provider to consider. The approved provider can only grant access in the following circumstances.

- It is required or authorised under the law.
- It directly relates to that person (or their child) or property, and
- Any personal information of anyone else (including their image) has been deidentified (e.g., blurred or redacted).

Note: Any breaches of use and disclosure of personal information will be managed in accordance with our privacy policy.

