

Emergency and School Security

CCTV USE POLICY FOR A STATE SCHOOL

School Name:	Hilliard State School	School Code:	1986
Address:	106-110 Hanover Drive, Alexandra Hills		
Phone:	38201666	Email:	admin@hilliardss.eq.edu.au
Principal Name:	Stuart Houlston Acting Principal		

1. The Purpose of CCTV

Closed circuit television (CCTV) has been installed at Hilliard State School for the purpose of deterring and recording unauthorised and/or illegal activity on school grounds, including vandalism, unlawful entry and graffiti. Images and/or footage recorded by the Department of Education may be provided to the Queensland Police Service.

2. Management of CCTV

Collection, storage and disclosure of CCTV footage, and maintenance of CCTV equipment at Hilliard State School is managed by School Principal.

3. Persons Authorised to view CCTV Footage

Persons Authorised to view CCTV footage collected by the Department of Education at Hillard State School, in support of the identified purpose are:

Position
Principal
Deputy Principal
Business Manager

Authorisation is granted by the Principal under Section 2 of this form. If a staff member outside of the Campus Leadership Team is authorised to view CCTV, there must be documented evidence to support or justify this authorisation, which is to be retained by the Principal.

4. Details of Installed CCTV Equipment

Location of CCTV camera:	Area viewed by CCTV camera
Administration Foyer	Administration Reception
Administration External Door	School Front Entrance
Administration East Corner	Administration Carpark
Administration Nth West Corner	Prep Buildings

5. Information Provided to the School Community about CCTV

The following communications were issued with regard to the installation of CCTV at Hilliard State School:

- Community advised at P&C meeting;

The use of CCTV, and its intended purpose, has been communicated to all staff and students via the following:

- Staff advised through staff newsletter and at a teaching staff meeting;

Signs advising of the use of CCTV at Hilliard State School have been affixed to be as visible as possible at;

- Each entry point to the grounds;
- All internal foyers and public areas where CCTV is in use;

6. Viewing of Footage

Collected CCTV footage is only to be viewed by authorised persons as outlined in Section 3.

Viewing of footage is only to occur at one of the school's installed monitoring stations. Only footage relevant to the intended purpose of the initial recording is to be viewed.

The location/s of monitoring station/s are to be secured at all times other than when in use, and the monitoring station PC is to be locked with password access. Only authorised persons as outlined in Section 3 are to have password access to monitoring stations.

7. Storage of Footage

Collected footage is stored on protected network devices, in cabinets which are to be secured at all times when not in use, to protect footage against loss, unauthorised access and modification.

All footage is to be retained for minimum time periods in accordance with the **Queensland Government General Retention and Disposal Schedule and the Education and Training Sector Retention and Disposal Schedule**.

Footage which is not required for an investigation, or related to the purpose for which it was initially obtained, will be deleted after the prescribed period, in accordance with the respective retention and disposal schedule..

The Principal has authority under an Instrument of Authorisation from the Director-General, Department of Education, authorised to dispose of public records under the [Public Records Act 2002 \(Qld\)](#), in accordance with the Queensland Government's Records Governance Policy, Records governance policy implementation guideline, and respective retention and disposal schedules.

Footage may be retained for an alternative use other than the purpose for which it was initially obtained, if:

- the footage is required for an investigation directly related to the primary purpose;
- relevant individual/s has expressly or impliedly agreed to the use for the secondary purpose;
- the use is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare;
- the use is authorised or required under law;
- the use is necessary for law enforcement purposes.

8. Disclosure of Footage

Footage may be disclosed to the Queensland Police Service (QPS) when 'reasonably necessary' for a law enforcement activity. This includes personal information contained in the footage.

Each request by the QPS or other law enforcement agency is to be assessed on a case by case basis. A request by the QPS will be made under the Department of Education procedure [Disclosing Personal Information to Law Enforcement Agencies](#). An applicable department pro forma for Law Enforcement Agency Disclosure is to be completed for footage that is provided to QPS.

The following persons are authorised to disclose footage to the Queensland Police Service in accordance with the Department of Education procedure [Disclosing Personal Information to Law Enforcement Agencies](#):

Position
Principal
Deputy Principal
Business Manager

Authorisation is granted by the Principal under Section 2 of this form. If a staff member outside of the Campus Leadership Team is authorised to view CCTV, there must be documented evidence to support or justify this authorisation, which is to be retained by the Principal.

In the case of an individual applying for access to footage containing personal information about them, the school requires written notice to be forwarded detailing:

- The individual's details;
- The time and date their personal information was collected;
- The reason they are applying for access to footage.

This notice will be reviewed by the Principal and referred to the Department of Education Legal and Administrative Law Branch, and written notice will be forwarded to the individual regarding the result of their application. Parents are not given access to footage on request, but referred to Queensland Police to make a complaint if they believe an offence has been committed, or forward a request to be referred to LALB as above.]

Principal's Authorisation

Name:	Stuart Houlston A/Principal
Date:	19/07/2021
Signature:	