



## St Michael's Primary School, Traralgon - CCTV Privacy Notice

St Michael's Primary School, Traralgon has a closed-circuit television (CCTV) system on the premises. This Privacy Notice outlines how the CCTV system will be used, including the use and disclosure of any footage produced by the CCTV system, to be consistent with Victorian law.

### Need for CCTV

St Michael's Primary School has an obligation to ensure the environment is safe and secure, and fulfil our duty of care to all persons, students, staff and visitors. The CCTV system assists St Michael's Primary School in fulfilling these obligations and provides enhanced capability to protect the premises against vandalism and theft.

### Use of CCTV

St Michael's Primary School, Traralgon may use CCTV cameras to:

- prevent, support and verify incidents involving:
  - detecting and deterring vandalism
  - unauthorized entry into the Premises and Buildings
  - theft
  - other unwanted activities
- assist in the resolution of emergencies and critical incidents.

### Prohibited use of CCTV

CCTV cameras are not used in the following prohibited areas:

- private locations such as toilets, showers or change rooms
- first aid rooms, sick bays or staff rooms
- classrooms

Hidden/covert CCTV cameras and audio recording devices are not used and are not used to monitor students or the work performance of staff.

Signage is installed across St Michael's Primary School to indicate that CCTV cameras have been installed with the message: "Security Notice – electronic surveillance protects the property", as below.



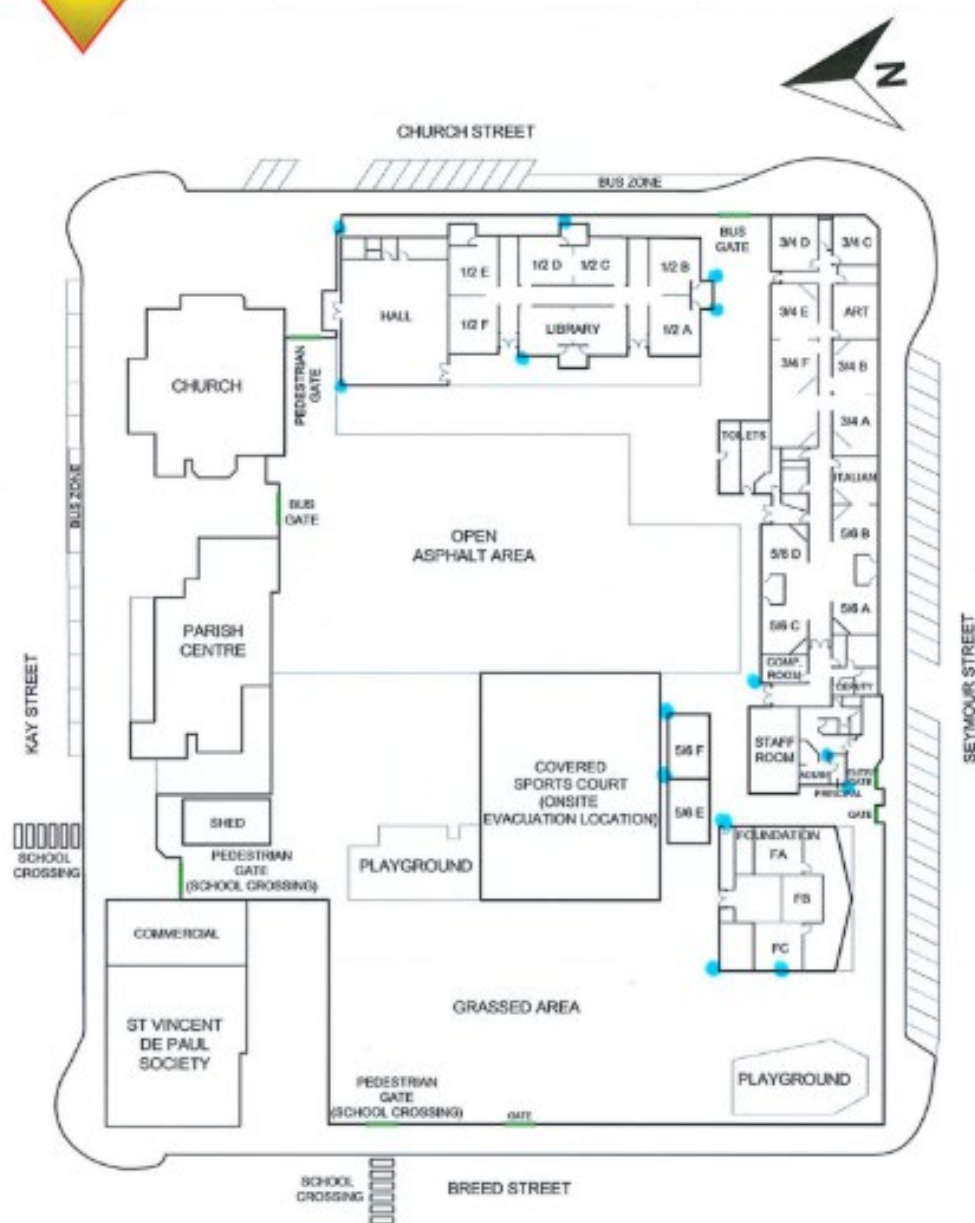


## Location of CCTV cameras at St Michael's Primary School

In our school, CCTV cameras are located as outlined on the maps below - marked in blue:



## St Michael's Traralgon School Map





### **Access to CCTV footage**

CCTV footage is only accessed for the purposes set out in this Privacy Notice and the DOSCEL CCTV Policy. Requests to access CCTV footage must be approved by the Principal.

CCTV surveillance images and footage are only to be viewed, by authorised personnel, if there is a reasonable belief that an incident has occurred and that the surveillance data may assist in identifying what had occurred and who may be involved.

The request for access to CCTV footage will include the following information:

- date of the incident
- time of the incident
- location of the incident
- reason why the viewing has been requested
- the names of those involved (if applicable).

All employees shall be briefed on these requirements.

A register is maintained of who has accessed the School surveillance images and when.

### **Access to and Disclosure of Images to Third Parties**

All employees shall be made aware of the restrictions in relation to access and disclosure of recorded images.

Disclosure of the recorded images to third parties shall be limited to the following classes of persons/agencies:

- law enforcement agencies such as Victoria Police, where the images recorded would assist a specific enquiry or investigation
- law enforcement agencies where the images would assist a specific criminal enquiry
- relevant legal representatives.

A register shall be kept of who has accessed the surveillance images and when.

The Principal shall seek guidance from DOSCEL about the release of footage to third parties.

### **Storage of CCTV footage**

CCTV footage shall be kept for a minimum of 60 days. If St Michael's Primary 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.

Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, our school will manage and securely retain the footage in accordance with the retention requirements and privacy legislation.

### **Further questions**

Complaints about St Michael's Primary School CCTV system shall be managed per the processes outlined in the School's Complaint Handling Policy and Resolving Parent/Guardian Issues and Concerns: Management of Complaints and Grievances Policy.

For more information on how St Michael's Primary School may use the CCTV system and who may access the footage, please contact:



Principal: Mrs Lia DiCorleto  
School: St Michael's Primary School  
Address: Seymour Street, Traralgon, Victoria, 3844  
Telephone: (03) 5174 3295  
Email: [principal@stmtraralgon.catholic.edu.au](mailto:principal@stmtraralgon.catholic.edu.au)

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