

Emergency and School Security

CCTV USE POLICY

School Name:	Harristown State High School	School Code:	2038
Address:	341-367 South St Toowoomba 4350		
Phone:	46368700	Email:	principal@harristownshs.eq.edu.au
Executive Principal Name:	Mr Kenneth Green		

1. The Purpose of CCTV

Closed circuit television (CCTV) has been installed at Harristown SHS for the purpose of deterring and recording unauthorized and/or illegal activity on school grounds, including vandalism, unlawful entry, graffiti and the misuse of equipment and facilities. It will assist in providing a safe environment for staff and students.

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 Harristown SHS is managed by Principal Kenneth Green, Deputy Principals Leanne Monagle, Craig Forknall, Dale Potter, Ian Brackstone, and Business Manager Elaine Fickling.

3. Persons Authorized to view CCTV Footage

Persons Authorized to view CCTV footage collected by the Department of Education at Harristown SHS in support of the identified purpose are:

Name	Position
Kenneth Green	Executive Principal
Leanne Monagle	Deputy Principal
Craig Forknall	Deputy Principal
Dale Potter	Deputy Principal
Ian Brackstone	Deputy Principal
Chree Derksen	Head of Special Education Services
Elaine Fickling	Business Manager

Authorization is granted by the Principal, Deputy Principals and Business Manager under Section 2 of this form. If a staff member outside of the Campus Leadership Team is authorized to view CCTV, there must be documented evidence to support or justify this authorization, which is to be retained by the Principal Kenneth Green.

4. There is no CCTV installed in the First Aid Room. _____



5. Details of Installed CCTV Equipment

Location of CCTV camera:	Area viewed by CCTV camera
1. Z block	Overview Parking
2. A block	Overview Lunch Area
3. C block	Overview access to Oval
4. V block	Overview and access to Oval
5. V block	Overview and thoroughfare to Oval
6. E block	Overview Drink Fountain
7. E block	Overview shed and play area
8. T block	Overview Parking
9. T block	Thoroughfare from bottom oval
10. Q block	Thoroughfare between F and Q block
11. Q block	Coverage of Gates 8 and 9
12. D block	Overview Parking
13. D block	Overview undercover area
14. D block	Overview Tuckshop
15. C block	Overview Walkway
16. D block	Overview General Overview
17. C block	Overview General Overview
18. B block	Overview B block
19. S block	Front Counter and waiting area
20. S block	Student and Uniform counter
21. S block	Administration Building carpark
22. S block	Administration Building entry and thoroughfare
23. G block	Coverage of the street access from Gates 21 and 22
24. G block	Coverage of the street access from Gate 23
25. L Block	Coverage of the street access point and bike rack

6. Information Provided to the School Community about CCTV

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

- CCTV Use Policy can be found on Harristown SHS website.

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

- Entry point to the grounds.



7. 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 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.

8. Storage of Footage

Collected footage is stored on protected network devices 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 have 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.

9. 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](#):

Name	Position
Kenneth Green	Executive Principal
Leanne Monagle	Deputy Principal
Craig Forknall	Deputy Principal
Dale Potter	Deputy Principal

Ian Brackstone	Deputy Principal
Chree Derksen	Head of Special Education Services
Elaine Fickling	Business Manager

Authorisation is granted by the Principal, Deputy Principals and Business Manager 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 to be 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 Legal and Administrative Law Branch as above.

Executive Principal's Authorisation

Name:	Mr Kenneth Green
Date:	23/06/2022
Signature:	