

Emergency and School Security

CCTV USE POLICY

School Name:	Harristown State High School	School Code:	2038
Address:	341 – 367 South Street Toowoomba		
Phone:	0746368700	Email:	principal@harristownshs.eq.edu.au
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, Head of Information Technology Adam Forknall, IT Technicians Dan Heffernan, Nigel Brownsey and Business Manager Cindy Wright.

3. Persons Authorised to view CCTV Footage

Persons Authorised to view CCTV footage collected by the Department of Education at Harristown State High School, 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	Deputy Principal
Cindy Wright	Business Manager
Adam Forknall	Head of Information Technology

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. B Block	1. Overview Lunch Area
2. B Block	2. Thoroughfare
3. E Block	3. Thoroughfare LHS
4. E Block	4. Throughfare RHS
5. J Block	5. Library Bag Rack
6. J Block	6. Library Chess Area
7. J Block	7. Library Lunch Area
8. Q Block	8. Dirt Driveway
9. Q Block	9. Lunch Area
10. U Block	10. Carpark
11. U Block	11. Walkway
12. U Block	12. Walkway to Hall
13. Z Block	13. Bag Rack
14. A Block	14. Lunch Area
15. B Block	15. Hallway Area
16. C Block	16. Lunch Area
17. C Block	17. Oval Access
18. C Block	18. Walkway
19. D Block	19. Car Park
20. D Block	20. Car Park 2
21. D Block	21. Tuckshop
22. D Block	22. Undercover
23. E Block	23. Fountain
24. E Block	24. Shed
25. G Block	25. Gate 22/23



26. G Block	26. Gate 23
27. L Block	27. Bike Rack
28. Q Block	28. Gate 8/9
29. Q Block	29. Thoroughfare
30. S Block	30. Admin
31. S Block	31. Car Park
32. S Block	32. Student Entry
33. S Block	33. Uniform Shop
34. T Block	34. Footpath
35. T Block	35. Car Park
36. V Block	36. Oval Access
37. V Block	37. Access North
38. Z Block	38. Entry

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 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.

8. 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.

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	Deputy Principal
Cindy Wright	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.

Principal's Authorisation

Name:	Mr Kenneth Green
Date:	21/11/2024
Signature:	

