



## CCTV Privacy Notice for AIC College

AIC College employs a closed-circuit television (CCTV) system on its premises. This Privacy Notice explains how the CCTV system will be used in accordance with Victorian privacy laws, detailing how the college will manage, access, and store footage generated by the system.

### 1. The Need for CCTV

AIC College has a responsibility to maintain a safe and secure environment for students, staff, and visitors, fulfilling its duty of care. The use of CCTV supports these obligations by helping to:

- Deter and manage inappropriate behaviour on school grounds, including incidents involving students, staff, visitors, and members of the public.
- Protect the college's property from vandalism and theft.
- Provide evidence for incident verification and management.

### 2. CCTV Usage

At AIC College, CCTV may be used to:

- Prevent, monitor, and provide evidence for criminal behaviour, staff misconduct, or other inappropriate actions on the school premises.
- Investigate incidents involving students, staff, and visitors, such as injuries or damage to property.
- Provide visual information during emergencies to assist the school or the Department of Education.

### 3. What CCTV Does Not Do

CCTV at AIC College is not:

- Installed in private areas like toilets, changing rooms, or any other areas where privacy is a priority.
- Used for monitoring student or staff performance.
- Installed as covert or hidden cameras, except under specific circumstances in line with the Department's policy.

## 4. Camera Locations

CCTV cameras at AIC College are installed at:

- School entrances
- Main staffroom
- Admin area
- Corridors
- Classrooms
- Grass areas

Signs are posted at the college's entrances to inform individuals about the presence of CCTV cameras and this privacy notice.

## 5. Access to CCTV Footage

Only authorized personnel can access CCTV footage, which is strictly for the purposes outlined in this notice and the Department's CCTV policy. These individuals include:

- The Principal or their nominee.
- Others as allowed by law.

## 6. Requesting to View Footage

AIC College's Principal may show specific CCTV footage to individuals directly involved in an incident, such as students, parents, or staff, provided:

- It helps parents or staff better understand an incident to offer support.
- It does not pose a health, wellbeing, or safety risk to others.
- It does not violate another person's privacy.

Copies of CCTV footage are not provided directly to students, staff, or parents.

Requests for access must be directed to the Department of Education in accordance with its policy.

## 7. Storage of CCTV Footage

CCTV footage at AIC College is stored on the school's server and kept for no longer than 31 days, after which it is automatically deleted unless used for incident verification or required for legal purposes. In such cases, the footage will be securely retained according to the Department's \*Records Management Policy\*.

## 8. Questions or Concerns?

For more information on the use of CCTV at AIC College, please contact the school principal.