

FHPS CCTV PRIVACY NOTE



Frankston Heights Primary School operates a closed-circuit television (CCTV) system.

This Privacy Notice explains why CCTV is used at our school, how CCTV footage may be collected, used and disclosed, and how it is managed in accordance with Victorian privacy legislation and the Victorian Department of Education's [CCTV in Schools – Installation and Management Policy](#).

PURPOSE OF CCTV

Frankston Heights Primary School has a duty of care to provide a safe, secure and orderly learning environment for students, staff, visitors and members of the school community.

Our CCTV system supports this by:

- promoting the safety and wellbeing of students, staff and visitors
- assisting in the prevention and investigation of inappropriate or unlawful behaviour
- supporting the management of incidents occurring on school grounds
- helping protect school buildings, facilities and assets from theft, vandalism and damage.

USE OF CCTV

Live CCTV Footage

Authorised school or Department staff may access live CCTV footage to:

- respond to incidents that pose a risk to the health, safety or wellbeing of the school community
- respond to school security alarm activations or other security incidents
- monitor situations where there is a reasonable belief that an incident may occur and viewing live footage will assist in identifying those involved and reducing the risk of the incident occurring or reoccurring
- provide visual information to the Department during emergencies.

Recorded CCTV Footage

Authorised school or Department staff may access recorded CCTV footage to:

- prevent, verify and investigate incidents involving criminal behaviour
- investigate inappropriate behaviour involving students, staff, visitors or members of the public
- assist in student behaviour management where appropriate
- investigate incidents involving injury, loss or damage occurring on school premises
- support incident reviews and debriefing processes
- provide visual information to the Department during emergencies.

CCTV Limitations

CCTV cameras at Frankston Heights Primary School are not:

- installed in private areas such as toilets, change rooms or other locations where privacy is expected
- used to monitor the work performance of staff or students

- hidden or used for covert surveillance, except in limited circumstances permitted under the Department's [CCTV Policy](#).

Camera Locations

CCTV cameras are located:

- at school entrances
- on the exterior of school buildings.

Signage is displayed at school entrances to notify students, staff, visitors and members of the public that CCTV is in operation. This Privacy Notice is also available on the Frankston Heights Primary School website.

Access to CCTV Footage

Access to CCTV footage is strictly limited to the purposes outlined in this Privacy Notice and the Department's [CCTV Policy](#).

Footage may only be accessed by:

1. the Principal or their authorised nominee
2. authorised regional or central Department staff where required to support the school
3. any other person authorised or required by law.

Requests to View CCTV Footage

Where appropriate, the Principal may allow relevant staff, students and/or parents or carers to view specific CCTV footage relating to an incident where:

- viewing the footage will assist those directly involved to better understand the incident
- it supports appropriate follow-up or student wellbeing
- viewing the footage will not create a health, safety or wellbeing risk for another person
- it will not unreasonably interfere with another person's privacy.

Where required, the school may seek advice from the Department's Privacy Team or Legal Division before allowing footage to be viewed.

Frankston Heights Primary School cannot provide copies of CCTV footage directly to students, parents, carers or staff. Requests for access to CCTV footage are managed in accordance with the Department's [CCTV Policy](#).

Storage and Retention

CCTV footage is securely stored on the school's local server.

Footage is retained for a maximum of 31 days before being automatically deleted unless it is required:

- for the investigation or verification of an incident
- for legal reasons.

Where footage is retained beyond 31 days, it will be stored securely and managed in accordance with the retention requirements set out in the Department's [Records Management Policy](#).

Further Information

For further information about the Department's management of CCTV in schools, please refer to the Department's [CCTV in Schools – Installation and Management Policy](#). If you have any questions about the operation of CCTV at Frankston Heights Primary School, please contact the school office.