



Help for non-English speakers - If you need help to understand the information in this policy, please contact Administration at Ph. 8766 4000

BARTON PRIMARY SCHOOL CCTV PRIVACY NOTICE

Barton Primary School has decided to install a closed-circuit television (CCTV) system at our school. This Privacy Notice outlines how the CCTV system will be used, including the use and disclosure of any footage produced by the CCTV system, in accordance with Victorian privacy law.

NEED FOR CCTV

Our school has an obligation to ensure the school environment is safe and secure and to fulfil our duty of care to students, staff, and visitors. The CCTV system assists our school in fulfilling these obligations and in preventing and managing inappropriate behaviour on school grounds. CCTV also enhances our ability to protect school assets against vandalism and theft.

USE OF CCTV

In line with our school's values of *Be Safe, Be a Learner, Be Respectful and Be Kind*, and Department of Education Policy; [CCTV in Schools – Installation and Management \(CCTV Policy\)](#), CCTV cameras may be used to:

- Prevent, support, and verify incidents involving:
 - Criminal behaviour – of anyone on school grounds
 - Staff misconduct
 - Other inappropriate behaviour, including that of students, staff, visitors, or members of the public. CCTV footage may be used to inform decisions about student management.
- Verify and investigate other incidents involving students, staff, and visitors (e.g., incidents where a person has sustained injury, loss, or damage on school premises).
- Provide the Department with visual coverage during emergencies.

In limited circumstances, live CCTV footage may also be viewed by school or Department staff. For more information, refer to the Department's policy: [CCTV in Schools – Installation and Management \(CCTV Policy\)](#).

CCTV CAMERAS ARE NOT:

- Located in private areas such as toilets, changing rooms, dressing rooms, showers, or other areas where individual privacy is paramount.
- Used to monitor student or staff work performance.
- Hidden or covert, except in limited circumstances and in accordance with the Department's [CCTV policy](#).

LOCATION OF CCTV CAMERAS IN OUR SCHOOL

CCTV cameras at Barton Primary School are located in:

- School Entrances
- Building and Classroom Entrances (Exterior Only)
- Oval
- Playgrounds
- Central Plaza
- Out-of-Bound Areas (Behind Portable Buildings)
- Basketball Courts
- Front Office
- Staff Carpark

A notice is placed at each school entrance to alert people to the presence of cameras and this CCTV Privacy Notice.

ACCESS TO CCTV FOOTAGE

CCTV footage is only accessed for the purposes outlined in this Privacy Notice and the Department's CCTV Policy. Access is restricted to:

1. The Principal or nominee, including individuals explicitly authorised by the Principal.
2. Central and regional Department staff when required to assist the school for the above purposes.
3. Any other persons permitted by law.

REQUEST TO VIEW FOOTAGE

When using CCTV for the purposes listed under Use of CCTV, the Principal may show specific footage of an incident to those directly involved, including relevant staff, students, and/or their parents, provided:

- The Principal considers it appropriate and necessary to help parents understand an incident so they can provide appropriate support to their child or to assist a staff member in understanding an incident.
- It would not cause a health, wellbeing, or safety risk to any other person.
- It would not be an unreasonable intrusion into another person's privacy.

Please note: Barton Primary School cannot provide copies of CCTV footage to staff, students, or parents. The Department must be contacted for such requests. Please refer to the Department's [CCTV Policy](#).

STORAGE OF FOOTAGE

CCTV footage is stored locally on the school's server.

CCTV footage is retained for no more than 30 days. If footage has not been used in any of the ways outlined above and no request to view or access it has been made within 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, Barton Primary School will securely retain the footage in accordance with the retention requirements set out in the Department's [Records Management Policy](#).

WHAT IF YOU HAVE QUESTIONS?

For more information on how Barton Primary School may use the CCTV system and who may access the footage, please refer to the Department's [CCTV Policy](#).

If you have any questions or concerns regarding the use of the CCTV system, please contact Aaron Abella, Assistant Principal, either by contacting the school at **(03) 8766 4000** or by emailing barton.ps@education.vic.gov.au.

