

T.K.I.S. CCTV and Information Privacy notice

TKIS buildings and grounds are protected and supported by Closed Circuit Television (CCTV). The school is committed to ensuring that ALL personal information collected (including data recorded by the cameras) is dealt with in accordance with the *Information Privacy Principles* contained in the *Information Privacy Act 2009* and in accordance with the school's 'CCTV Policy Framework', a copy of which is available from www.tkis.qld.edu.au

The school's CCTV system provides 24-hour video surveillance. The purpose of the system is to help provide a safe and secure learning and working environment as well as to help protect the school's assets and to provide additional technology-based professional development and lesson delivery mechanisms. Video cameras are NEVER PLACED in areas where a person might have a reasonable expectation to privacy (e.g. cameras will **never** be placed in change rooms, toilet facilities, dorm rooms or anywhere similar.)

CCTV video footage is not used to monitor staff performance. However, it could be used to investigate allegations of serious misconduct by staff, students or visitors. The school ensures that any footage used for *educational purposes* has first obtained the relevant clearances and permissions of any persons identifiable in the used footage.

NOTE: Parents give written consent within the school's Application/Enrolment Process for images/reproductions of their children to be used for educational or promotional purposes by the school.

Controlled access to the CCTV footage is strictly maintained. Recordings made are stored for a minimum of thirty (30) days in a secure, locked area and the school takes reasonable steps to protect from loss, misuse, unauthorised disclosure or destruction ALL the personal information it collects. The school has technology and operational security in place in order to keep everyone's personal information safe in accordance with relevant legislation including the *Privacy Amendment (Notifiable Data Breaches) Act 2017*.

School Principal
v 1.6 October 06 2018

