

## BACKGROUND

Closed circuit television (CCTV) has been installed at Queensland Academies Creative Industries Campus (QACI), for the purpose of deterring and recording unauthorised and/or illegal activity on school grounds, including vandalism, unlawful entry and graffiti.

Images and/or footage recorded by the Department of Education may be provided to the Queensland Police Service.

Collection, storage and disclosure of CCTV footage, and maintenance of CCTV equipment at QACI is managed by the Principal, Mrs Karen Casey.

Persons Authorised to view CCTV footage collected by the Department of Education at QACI, in support of the identified purpose are:

NAME	POSITION
Gavin Bryce	Principal
Mike Zornig	Deputy Principal
Lauren Smith	Deputy Principal
Sara Johnson	Deputy Principal
Joanna Evans	Business Services Manager
Trudie Bailey	Executive Services Officer
Natalie Wendt	Corporate Services
Anna Worthy	Facilities Services

## DATA STORAGE

Collected CCTV footage is only to be viewed by authorised persons as outlined above.

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 of the monitoring station is secured at all times other than when in use, and the monitoring station PC is locked and secured with password access.

Collected footage is stored on secured protected network devices.

All footage is to be retained for minimum time periods in accordance with the Queensland Government General Retention and Disposal Schedule and the Department of Education 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.

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 Principal is authorised to disclose footage to the Queensland Police Service in accordance with the Department of Education procedure Disclosing Personal Information to Law Enforcement Agencies.

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 will not be given access to footage on request, but referred to Queensland Police to make a complaint if they believe an offence has been committed.