DUNMORE LANG COLLEGE

Closed Circuit Television (CCTV) Policy

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1.0 INTRODUCTION

Dunmore Lang College (the College) has installed closed-circuit television (CCTV) cameras for the primary purpose of maintaining a safe and secure environment for students, staff, guests and other visitors without compromising the privacy or trust of individuals. The presence of cameras is intended to reduce the threat of crime generally and to protect College property and facilities. Careful consideration is also given to the individual privacy of the students, staff, guests and other visitors and there are no cameras in or near bedrooms, bathrooms and floor corridors. The footage is not monitored 24/7 but will be reviewed in response to an incident or complaint. The College is committed to fair, lawful, open and accountable use of CCTV.

2.0 PURPOSE

This policy sets out how the closed-circuit television (CCTV) system will be managed at the College and provides the framework for the use of the CCTV system.

3.0 DEFINITIONS

CCTV: Closed Circuit Television

4.0 SCOPE

4.1 Use of the CCTV system

The College intends to use the CCTV system to:

- Enhance the safety and security of all students, staff, guests and other visitors to the College;
- Deter those with criminal intent;
- Assist in the detection of crime, damage or anti-social behaviour;
- Assist Police or other relevant authorities with the identification, apprehension and prosecution of offenders in relation to crime and public order; and
- Facilitate the identification of any individuals / activities / events which might warrant disciplinary proceedings being taken and assist in providing evidence to support disciplinary or other action.

4.2 Key Principles

As a Residential College, the College is committed to creating and sustaining a safe and secure environment for its students, staff, guests and other visitors. CCTV monitoring of public areas for security purposes at the College is limited to uses that do not violate the reasonable expectation of privacy as defined by law.

Any use of CCTV must, at a minimum, meet the requirements of:

- The Privacy Act (Cth) and other relevant legislation such as the Workplace Surveillance Act and Regulations.
- Dunmore Lang College policies, including the Privacy policy, Sexual Harm & Sexual Harassment policy, and the Discrimination & Harassment Policy.

- Information or footage obtained via the CCTV system will be used exclusively for protecting student safety, security and law enforcement purposes.
- Information obtained via the CCTV system will only be released when authorised by the Principal or the Dean of Students (or in their absence the Chair of the Board).
- Locations: Cameras are installed in external areas of College, and in public spaces within College buildings (e.g.: Common Room, Dining Hall etc.) Where possible, viewing panes will be installed in common area doors. Where this is not possible and/or appropriate, a camera will be installed. A list of camera locations is included at Appendix A.
- Access to recorded footage is limited to the Principal and the Dean of Students. All other staff must request access from the Principal or Dean of Students before accessing any footage. Where there is a legitimate reason, a copy of the recorded footage may be provided to Police/Law enforcement and Macquarie University Security Personnel to provide evidence in support of prosecution of criminal or illegal behaviour. This information will only be provided following authorisation by the Principal or the Dean of Students (or in their absence, the Chair of the Board).
- CCTV system servers are kept in a secure location with access restricted to authorised staff only.
- If an incident or complaint arises that requires review of footage in an area only accessible to Indigenous Students, every effort will be made to have an Indigenous staff member present when doing so.

4.3 Limitation of coverage

The CCTV system will be reviewed monthly to ensure existing cameras are operational, correctly installed and provide the most effective coverage. Recommendations will be considered by the Senior Management Team for implementation.

The system allows for recorded footage to be kept for between six (6) and ten (10) months, after which time it is automatically overwritten.

While the CCTV system is designed to ensure maximum effectiveness and efficiency, it is not possible to guarantee that the system will cover or detect every incident that occurs at College.

A list of camera locations is included at Appendix A.

Requests to review recorded footage must be in response to a report by a student, staff member, other relevant third party, law enforcement or in response to an incident.

Footage is not typically monitored “live”, but rather in response to a complaint or an incident.

4.4 Privacy

By accepting the Dunmore Lang College Accommodation Contract, the student accepts and agrees to abide by all terms and conditions of the College’s Policies and Procedures.

The need for individual privacy of students, staff, guests and other visitors will always be front of mind when viewing and accessing footage.

The system will be operated in accordance with the key principles in 4.2 and managed both effectively and ethically so that footage is appropriately stored and accessed by authorised users.

4.5 What the CCTV system will not be used for

The CCTV system will not be used to:

- Provide recorded images or footage for release to media, social media, website or any other purpose not consistent with this policy;
- Record images or footage inside student rooms or any bathroom facilities;
- Record sound.

The CCTV system will be an overt system that is easily visible and signs are placed at various points around College to highlight it is in use.

4.6 Process

Viewing or accessing CCTV footage will be conducted in a manner compliant with all existing federal and state laws and consistent with the values of the College community to minimise the intrusion of privacy of students, staff, guests and other visitors in their personal and professional activities. It will be used for legitimate safety and security purposes only, which include but are not limited to:

- monitoring building perimeters, entrances and exits, lobbies, corridors, goods receiving areas and special storage areas;
- monitoring locations protected by intrusion alarms, exit door controls, security panels;
- monitoring areas that contain high value equipment or assets;
- monitoring any enclosed common areas where a door viewing panel is not/ cannot be installed;
- Reviewing recorded images or footage as part of a criminal or security breach investigation; and
- Monitoring areas at risk of anti-social or potentially unsafe activity (based on recent incidents and/or complaints).

4.7 Administration of CCTV

The College Principal, in consultation with the Senior Management Team, delegates administration of the College's security system, which includes the CCTV system to the Operations Manager (under review in 2025). The overall implementation, oversight and coordination of the CCTV system is under the direction of the Principal or their delegate (one of the DOF, Dean of Students or Chair of the Board).

4.8 Access to CCTV footage (live and recorded footage)

Recorded CCTV footage will only be accessed when alleged incidents of criminal activities, student misconduct, professional misconduct, misadventure or near-miss have occurred and the Principal, Dean of Students, or their delegate, believes that the CCTV system may have recorded the incident and believes CCTV footage would be useful and/ or necessary to investigate.

Access to recorded CCTV footage will be restricted to individuals nominated by the Principal or Dean of Students and whose use of it will be limited to at least one of the above stated purposes.

Routine maintenance procedures may require access to live CCTV footage (e.g.: for software updates or diagnostic reasons). These times will be limited to the minimum amount of time possible to perform duties and not for observation of people.

Authorisation to view recorded footage or to release it to a permitted third party is only to be granted by the Principal or Dean of Students. Authorised viewing of recorded footage is to be conducted in the presence of the Principal or Dean of Students.

Requests or authorised access to recorded footage will be recorded in the student incidents folder.

The College will provide information, including any recorded footage to third parties such as NSW Police or other law enforcement agencies as required for the purpose of investigation of an offence.

Footage will not be provided to non-authorised persons, including staff, students, families, guests, other visitors or contractors without the express approval of the Principal, DOF or Dean of Students and only for a purpose consistent with this policy.

Recorded CCTV footage will be automatically overwritten in line with 4.3 unless required for a specific investigation and approved by the Principal. In cases where an investigation requires specific footage to be available beyond this period, such footage will be downloaded and saved in a secure location, separate to the CCTV system.

Nothing in these guidelines is designed to contravene the Privacy Act (Cth), which stipulates that a person is entitled to access the information concerning them, including access to recorded footage of them. Nonetheless, the Privacy Act (Cth) does specify restrictions to the right of access, and any denial of access shall be in accordance with those specifications.

Any request for recorded footage from an individual or agency for purposes not addressed above will require a search warrant or subpoena.

Hidden or covert CCTV will not be installed unless there is a demonstrated need to assist authorities in collecting evidence in a criminal investigation. Such installations will be authorised only by the Principal and notified to the Chair of the Board.

4.9 Roles and responsibilities

The Principal is responsible for:

- the overall implementation and oversight of this policy.
- ensuring that the system is only used for the purposes outlined in this policy.
- ensuring only authorised persons have access to the footage.
- the review and maintenance of this policy and associated documentation.

The Board is responsible for:

- ensuring that the Principal is fulfilling their responsibilities in regard to this policy.

All staff are bound by the confidentiality clause in their Employment Agreement and are required to abide by this policy and ensure that any confidential information they may become aware of remains confidential.

5. PROCEDURE(S) RELEVANT TO THIS POLICY

Nil.

6. OTHER GUIDING DOCUMENTS RELATED TO THIS POLICY

- Dunmore Lang College Privacy Policy
- Dunmore Lang College Preventing and Responding to Gender-Based Violence Policy and Procedure
- Dunmore Lang College Discrimination and Harassment Policy
- Privacy Act 1988
- https://www.legislation.gov.au/C2004A03712/latest/text
- Workplace Surveillance Act 2005 No 47
- https://legislation.nsw.gov.au/view/html/inforce/current/act-2005-047

7. REVIEWING AND UPDATING THE POLICY

Unless legislative changes demand otherwise, this policy will be reviewed every three (3) years.

Appendix A: Camera Locations

1	Visitor Parking
2	Driveway
3	Car park North
4	Carpark Gate to New Wing
5	Almgren Entry
6	Ground Floor Elevator
7	New Wing Sliding Door
8	Almgren Stairs
9	Almgren Sliding Door to Old Wing
10	Reception Area
11	Old Wing Sliding Door (East) towards Almgren
12	Gate to University (between Old Wing & New Wing Buildings)
13	Dining Room East
14	Dining Room West
15	Dining Room Stage
16	Ranch door (outer)
17	Ranch door (inner – on Mezzanine)
18	Student Parking (ADS Car Park)
19	Admin Office Rear
20	Hugh McCredie Courtyard
21	Bruce Mansfield Courtyard (Gate to University)
22	1 West Entry (near room 101)
23	1 West Exit (near room 110)
24	DOF Office
25	Maintenance Shed (Deputy Principal's Residence Carport)
26	Dean's Carport / Laneway
27	Dean's Office
28	Student Common Room East
29	Student Common Room West
30	Kitchen Loading Dock
31	Kitchen Loading Dock – above entrance to Kitchen
32	Community Supervisor's Office
33	Warrawal Room
34	Senior TV Room
35	NE Courtyard looking South (corner of New Wing near ramp)
36	NE Courtyard looking North (walkway)

37	Eastern side of New Wing – Herring Road side
38	Principal's Residence – Carport
39	Principal's Residence – Front Entrance
40	Western side of Old Wing – Footpath and side entries to Old Wing
41	Almgren Centre – Margaret Saville Room
42	Almgren Centre – Seminar Room
43	Almgren Centre – Reid Room
44	Principal's Office