



Ascham CCTV Policy

1. PURPOSE

This policy outlines the use of Closed-Circuit Television (CCTV) systems on the Ascham campus. It should be read in conjunction with the IT Security Policy, the ICT Acceptable Use Policy, Anti Bullying Policy, and the Privacy Policy.

Ascham School currently has 73 CCTV cameras across the Hillingdon, Fiona, and Senior School campuses. The purpose of these cameras is to ensure a safe environment for both staff and students when on campus by:

- Securing the School perimeter and provide monitoring of access to the campus;
- Acting as a deterrent in terms of crime prevention and bullying;
- Provide accurate identification of incidents and other events.

CCTV is not used as a mechanism to monitor staff as they go about their daily duties. Rather it forms part of an integrated approach to the physical safety for all members of the Ascham Community when on the campus.

2. SCOPE

The scope of this policy is to document how Ascham's CCTV cameras are used, and provide guidelines for:

- The type of CCTV cameras used;
- Where cameras are located;
- Who is responsible to install, manage and support the CCTV system infrastructure;
- How and where CCTV recordings are stored;
- Who has access to the CCTV cameras and recordings;
- How, and in what instances CCTV records may be accessed;
- The approval process to obtain access to CCTV recordings.

3. GENERAL PRINCIPLES

The School's CCTV is operated with respect for the privacy of those using our campus including staff, students, parents as well as the broader community. Ascham respects their right to conduct or engage in lawful activities. In developing this policy, the following principles have been considered:

- Recording and retention of images is undertaken fairly and lawfully;
- The purpose for which the information is being obtained is known;
- The information is not used for any purpose other than outlined in this policy;

- People coming on to campus are made aware that they may be subject to CCTV surveillance;
- CCTV surveillance is not used for general intelligence gathering.

4. POLICY STATEMENTS

4.1. What data is captured?

Ascham's CCTV cameras record only video material. No audio is recorded. This video image is then sent securely across the network to a central server and storage device.

4.2. Camera Specifications

The specifications of the cameras currently in use in the School can be found in Appendix A.

4.3. Location of Cameras

All cameras are visible, and no cameras are hidden or setup in a covert way. Cameras are mounted on external facing locations, and common internal locations such as reception areas or the dining room. Cameras are not to be located in classrooms, toilets / bathrooms, change rooms, or staff rooms. A current list of Ascham's CCTV camera locations can be found in Appendix B.

4.4. Signage

There is signage informing of the use of CCTV at the entry points to the School premises.

4.5. Control, Operation and Access to Cameras

The CCTV system is managed by Ascham IT and monitored by Ascham Security. A number of staff performing other roles within the School have access to either the entire system or a subset of the cameras. A list of roles with access privileges can be found in Appendix C.

4.6. Maintenance of CCTV System

Only Ascham IT and the Schools approved 3rd party vendors may perform maintenance and repair activities on the CCTV system. If a vendor presents requiring access to the system for support and maintenance purposes, this must be approved by the Director ICT or IT Operations Manager before any access is granted or work performed.

4.7. How and Where Recordings are Stored

A maximum of 30 day's data of recorded video can be stored within the security system before it is overwritten. Access logs (showing who has accessed cameras or recordings stored within the system) are kept for 90 days. The timeframes for the storage of the recordings and the access logs is constrained due to the size of the data – for example, one month of video data is approximately forty terabytes.

Camera footage and records of the logs are stored on a dedicated server located in the Whitehead Ascham server room. This server is not backed up due to the size of the data.

4.8. Approval for Staff Access to Cameras and Recordings

Staff whose roles require them to have access to security cameras may **view** either the live cameras or recorded footage as appropriate for their role. It is recommended when **copies** are needed (either video or still images) the request for copies be documented in writing, with appropriate approval.

General requests from staff to gain access to either the cameras and / or recordings should be made via the Ascham IT Help Desk who will then seek approval from either the Head of School or the Deputy Head of School.

4.9. External Access Requests for Recordings

External requests to view, or for a copy of camera footage should be referred to the Head of School, or the Deputy Head of School and can only be actioned with their approval.

4.10. Retention of Recordings Relating to Specific Incidents

Where an incident has occurred that has been captured by CCTV, copies of the relevant recording may be made and securely stored with other information regarding the incident. The decision to retain such recordings must be approved by either the Head of School or the Deputy Head of School.

5. RELEVANT LEGISLATION

- Copyright Act 1968 (Commonwealth)
- Crimes Act 1900 (NSW)
- Privacy Act, 1998 (Commonwealth)
- Privacy & Personal Information Protection Act, 1998 (NSW)
- Workplace Surveillance Act 2005

6. KEY RELATED DOCUMENTS

- Ascham ICT Acceptable Use Policy
- Staff Mobile Phone Policy
- Ascham Data Governance Policy
- Information Security Policy

7. POLICY INFORMATION

Policy Number	AS 134
Version	1
Policy Owner	Director of Information and Communication Technology
Authorised By	Head of School
Date	October 2022
Next Review Date	November 2023

Camera Specifications

The security cameras currently in operation at Ascham are Avigilon, which are supported by a third-party vendor, Quest Security. There are a range of Avigilon models in operation, the highest specification being the Avigilon H5A camera. The features include:

- H5A bullet and H5A dome form factors
- Compression to maximise bandwidth and storage
- Compatible with existing industrial designs and accessories
- Allows integration with existing ONVIF infrastructures
- Adjusts IR beam width and illumination settings based on scene conditions to help maximise image quality
- IP66/67 weather rating and IK10 impact rating for vandal resistance
- Wide dynamic range captures details in both very bright and very dark areas
- Automatic IR Cut Filter for low-light situations

Full specification details can be found at – <https://www.avigilon.com/products/cameras-sensors/h5a#downloads>

CCTV Camera Locations

1. Annex Rear Door (Duntrim)
2. Annex to Duntrim
3. Annex to behind Duntrim
4. Dining Entry
5. Dining Room Serving Area
6. Duntrim East Deck
7. Duntrim East Entry
8. Duntrim Loading Dock From 43 DPR
9. Duntrim Roundabout
10. Duntrim Street Entry
11. Duntrim West Entry
12. Duntrim to Science
13. Exit to Darling Point Road
14. Fairy Walk at Dower House
15. Fiona Building Rear Walkway (to Reception)
16. Fiona Playing Field
17. Fiona Rear and Courtyard
18. Fiona Reception Rear Entry
19. Fountain
20. Glenrock Rear Courtyard
21. Glenrock to Figtree
22. Holmwood Main Entry
23. Loading Dock from Hillingdon
24. Lower-level Carpark
25. MacIntosh House Entry
26. Music Lockers
27. NSHR car park & gates
28. Octagon Road from Dining Room
29. Octagon Road outside Gym
30. Playing Field
31. Prep Entry from Hillingdon
32. Raine House Entry
33. Science Carpark (1)
34. Science Carpark (2)
35. Science Carpark Entry
36. Science Carpark Lift
37. Science Carpark Plant Rooms
38. Science Foyer
39. Science North Entry
40. Tennis courts
41. Wallis Entry & Whitegate
42. Wallis House Reception
43. Workshop Entry
44. Canteen to Carpark
45. Courtyard MB
46. Dining Hall 1
47. Dining Hall 2
48. Dining Main Area
49. Duntrim Basement Games Room
50. Duntrim Gate Entry
51. Duntrim Roof Courtyard
52. Duntrim to Annex
53. Fairy Walk Gate Entry
54. Fiona Playground Glenrock Courtyard
55. Ground Floor MB
56. Hillingdon Playground
57. Kitchen Entry
58. Level 1 MB
59. Level 2 MB
60. Level 3 MB
61. Multi-Purpose Court
62. Music Storage Shed
63. Octagon Rd
64. Octagon Road Aquatic Exit
65. St Marks Road Prep Entry
66. UTC Tunnel Entry/Exit Ramp
67. UTC Tunnel North
68. UTC Tunnel South
69. Undercover Carpark
70. Undercover Carpark Entry
71. Wallis Pedestrian Gate
72. Wallis Reception Internal

Roles with Access Privileges to CCTV

1. CCTV Administration Access

Staff roles with full access are:

- Director of ICT
- IT Operations Manager
- Head of Property
- IT Help Desk Staff

Privileges in this group include:

View live images

- Use PTZ controls
- Lock PTZ controls
- Trigger manual recording
- Trigger digital outputs
- Broadcast to speakers

View high resolution images

View recorded images

- Export images
- View images recorded before login
- Create teach markers
- Licensed search for identifying features

Manage saved views

Manage maps

Manage web pages

- Manage virtual matrix monitors
- Initiate collaboration sessions
- Manage user sessions
- Listen to microphones
- Setup devices
- Setup sites
- Setup server

2. CCTV View Access

Full View Access

- Ascham Security
- Risk & Compliance Officer

Partial View Access

- Boarding House Staff - access to the cameras in the Boarding House/s in which they work
- Head Tennis Coach - Tennis Courts only
- Receptionist – Wallis Reception only

Privileges in this group include:

View live images

View high resolution images

View recorded images

- Export images
- View images recorded before login
- Licensed search for identifying features

Initiate collaboration sessions