



MONTESSORI STEPPING STONES & WAABINY OSHC CLOSED CIRCUIT SURVEILLANCE POLICY



ABOUT THIS POLICY

The purpose of this policy is to identify how Montessori Stepping Stones at 332 Yangebup Road Yangebup, WA addresses its responsibilities under the Data Protection Act 1988, in respect to the use of our closed circuit tv system (CCTV).

The purpose of the CCTV system is to increase the security of the premises, assist with the detection, prevention and investigation of criminal activity, trespass and vandalism, and to maximise the safety of children, staff and visitors to the centre.

OUR AIMS

1. To inform all persons who come onto the premises that CCTV is in use
2. To ensure the prevention of intrusion of privacy for immediate neighbours
3. To keep images from the CCTV secure and controlled only by authorised personnel
4. To maintain all CCTV equipment in working order
5. To manage the output in a responsible way by having quality control and replacement arrangements
6. To provide retention of images within the stated purpose only
7. To state the manner and means of destroying stored images

ARRANGEMENT PROCEDURES

The following arrangements have been put in place, in order to meet the aims of this policy:

1. All users of the service will be notified of the use of CCTV by appropriate signage throughout the centre and in enrolment packs
2. The recorded images are stored on the system server, securely located in the centre management office, and can only be accessed by those authorised to do so
3. The secure location for viewing live images will be in the centre management office, with no other remote access
4. Within the purpose of the CCTV system such images may be shared with the relevant Police or Child Protection enforcement agency if deemed necessary by the approved provider
5. The images will be digitally recorded on a rolling programme of 31 days. Unless required for evidence purposes, this retention will automatically overwrite the oldest images
6. Any retention of images kept on the server will be kept until they are no longer required, then overwritten in the normal way

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USER RESPONSIBILITIES

All users of the CCTV system have the following responsibilities:

1. To uphold the arrangements of this policy
2. To handle images/data securely and responsibly, within the aims of the policy
3. Users need to be aware that they could be committing a criminal offence if they misuse CCTV images
4. To uphold the recorded procedure for subject access requests
5. To report any breach of procedure to management
6. To attend training/refresher sessions as required

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