CCTV COMPLIANCE CHECKLIST

Principals should be able to answer ‘yes’ to all questions in this checklist upon installation of CCTV, and as part of an annual compliance review for closed circuit television.

**For more information about the requirements for CCTV in schools, refer to the** [**CCTV use in schools**](https://ppr.qed.qld.gov.au/pp/cctv-use-in-schools-procedure) **procedure.**

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| **Section 1** | **SPECIFICATIONS AND LOCATIONS OF CAMERAS** |
|  | **Requirement** | **Compliant?** | **Any action required** |
|  | Are the cameras located and positioned so that they only view areas relevant to the intended purpose? | **[ ]**  |       |
| Are the cameras located and positioned in a way that will not intrude to an unreasonable extent on the privacy of individuals, for example, by avoiding private property such as a neighbouring backyard or driveway? | **[ ]**  |       |
| Are the cameras capable of capturing the required image size and quality necessary to achieve the intended purpose? | **[ ]**  |       |

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| **Section 2** | **WHAT NEEDS TO BE COMMUNICATED ABOUT THE CCTV SYSTEM?** |
|  | **Requirement** | **Compliant?** | **Any action required** |
|  | Is there prominent [approved signage](https://intranet.qed.qld.gov.au/Services/facilities/Forms/Documents/DETE-CCTV-sign.pdf) (departmental employees only) that notifies individuals of the reason for using camera surveillance, and any entities to which the footage might be disclosed? | **[ ]**  |       |
| Is it clearly indicated on your signage that DoE owns and operates the CCTV? | **[ ]**  |       |
| Can the community easily find out further information about how your school / DoE handles personal information captured via camera surveillance including the potential to access footage?  | **[ ]**  |       |
|  | Have you documented your policy and procedures? | **[ ]**  |       |

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| **Section 3** | **HOW IS FOOTAGE COLLECTED BY CCTV SECURED?** |
|  | **Requirement** | **Compliant?** | **Any action required** |
|  | Are safeguards in place to protect rooms or areas where monitoring of camera surveillance occurs? | **[ ]**  |       |
| Is there a standardised auditable process for when access is granted to these areas? | **[ ]**  |       |
| Are safeguards in place to protect stored footage? | **[ ]**  |       |
|  | Is there a standardised auditable process for when access is granted to stored footage? | **[ ]**  |       |

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| **Section 4** | **WHEN CAN FOOTAGE BE DELETED?** |
|  | **Requirement** | **Compliant?** | **Any action required** |
|  | Are authorised users of the CCTV familiar with the retention and disposal obligations under the *Public Records Act 2002* (Qld)? | **[ ]**  |       |
| Is camera surveillance footage regularly overwritten or otherwise disposed ofwhen it is no longer required by your agency? | **[ ]**  |       |
| Is information on your agency’s retention and disposal of camera surveillance footage communicated to the community? | **[ ]**  |       |

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| **Section 5** | **WHEN CAN FOOTAGE BE DISCLOSED?** |
|  | **Requirement** | **Compliant?** | **Any action required** |
|  | Does the school have an established process that determines when and under what conditions camera surveillance footage can be disclosed to third parties? | **[ ]**  |       |
| Does the school have an established process for individuals that request access to camera surveillance footage that includes their images? | **[ ]**  |       |
| Is information publicly available giving information of the process followed when individuals can request access to camera footage? | **[ ]**  |       |
|  | Are documented processes in place which establish how the school will determine that footage is ‘reasonably necessary’ for a law enforcement activity, and the steps that must be taken to make a record of this disclosure? | **[ ]**  |       |

**More information about CCTV is available from your** [**School Security Advisor**](https://intranet.qed.qld.gov.au/Services/facilities/asset-management/school-security/Pages/advisory-service.aspx) (departmental employees only).