



Security & Closed Circuit Television (CCTV) Procedure & Guidelines Version: 1st

Responsible To: Head of College & CEO – John XXIII College

Pertains To: Residents (Accommodation Agreement Holder) – John XXIII College

Supported By: Deputy Head of College – John XXIII College
Staff – John XXIII College
Collegiate Team – John XXIII College

Monitored By: Head of College & CEO – John XXIII College

Procedure

1. The security CCTV system will comply with the following requirements:
 - a. Signs will be at each entrance into the College area, to notify people that they may be under surveillance.
 - b. The CCTV cameras will be clearly visible.
 - c. All CCTV controls and recorders must be located in a secure area.
 - d. Access to CCTV controllers and recorders shall be limited only to authorised user(s).
2. The location of each camera will be selected so that the areas to be covered by the CCTV system will be:
 - a. Administration Building – outside the front door, entrances and offices and inside the common areas.
 - b. Residential Buildings – outside of each external door, inside each external door and each door leading to the stairwells.
3. When the system is operational it has the following capability:
 - a. It records images twenty-four hours a day throughout the year and keeps these images for a number of days before they are recorded over.
 - b. All CCTV cameras are configured to record images only and any camera with an audio capability will have the audio component switched off or disabled.
4.
 - a. To ensure the effective operation, ethical use and legal compliance of the CCTV system, the Head of College (HOC) only authorises College staff involved in the management and supervision of the Residents to use the system.
 - b. The searching and viewing of recorded CCTV images can only be carried out, when on each occasion, it is approved by the HOC.
 - c. When approved, only the following authorised College staff, in the function of their duties, may view search and view the CCTV footage – The Head of College, Deputy Head of College, the Dean of Residents: Student Life & Academicss and the Operations Manager.
 - d. In special cases the HOC may give temporary authorisation to other College personnel to view recorded images.
 - e. No recorded image or digital file will be released to the police or any other party without the authority of the HOC.
5. Before the CCTV system can be searched for images and viewed, the authorised College staff must complete the "Authority to Scan CCTV" Form (see appendix 1) and have it signed by the Head of College (HOC).
 - a. When the HOC is temporarily absent from College, the HOC may give verbal permission (by phone) for an authorised staff member to search and view the CCTV system. On the HOC's return, the staff member must obtain the correct written authorisation.
 - b. When the HOC is away from College for an extended period, such as when on leave, the Deputy Head of College is authorised to approve searches and viewing of the CCTV in the role of acting HOC.



**Security & Closed Circuit Television (CCTV)
Procedure & Guidelines
Version: 1st**

- 6. To ensure privacy, wherever practicable, the CCTV cameras will be prevented from focusing directly into a Resident’s room or any bathroom facility. Where it is not practicable to prevent the cameras from capturing images of such areas, the cameras will be adjusted so the part of the image that intrudes into the room will be pixelated so that nothing is visible on the recording.
- 7. The College will not use hidden cameras for covert monitoring, except in exceptional circumstances in which case all of the following conditions are to be met:
 - a. that there are grounds for suspecting criminal activity or serious malpractice, such as behaviour which puts others at risk;
 - b. that covert monitoring is the only practical way of obtaining evidence of this criminal activity or malpractice;
 - c. that informing people about the monitoring would make it difficult to prevent or detect such wrongdoing;
 - d. that the hidden camera would only be installed for a specific investigation, for a specified and limited time and would then be removed when the investigation has been completed;
 - e. each such use of covert CCTV must be authorised in advance by the Head of College and a Magistrate.
- 8. If any member of the College has concerns or complaints about the operation of the CCTV system they should address their concern in writing to the Head of College.

Appendix 1: Authority to Search and View CCTV Recordings

Requesting Staff Member: _____ **Date:** _____

Reason to Search CCTV:

Signature of Requesting Staff Member

Signature
Staff Member

Approved / Not Approved (and Reason)

Signature
Head of College

People who observed the scanned images and the reason for their observation:

Results of Search and View of CCTV

Dates Searched: _____ **Times Searched:** _____

Observed Behaviour:

By accepting a John XXIII College Accommodation Agreement, Resident accepts and agrees to abide by all of the terms and conditions of John XXIII College’s Policies and Procedures. Residents should contact the College for further clarification if required.