**CCTV use in schools**

**Fact sheet 2 – When and where can CCTV be used?**

**What to consider before deciding on CCTV**

It must be considered whether it is really necessary to adopt CCTV as a strategy to address the purpose for which it has been identified, and whether there is an alternative strategy to using CCTV that would sufficiently achieve the intended purpose.

**When can CCTV be used?**

Personal information can **only** be collected and used in a school when:

1. There is a legitimate purpose which directly relates to the function of the school (i.e. the provision of safe and secure learning environments that support the provision of high quality education for teaching and learning); **and**
2. The personal information is necessary to fulfil that purpose or is directly related to fulfilling that purpose.

CCTV will in many circumstances be a legitimate tool that can be used in a school to support the provision of a safe and secure learning environment. Ways that CCTV might achieve this purpose include:

* Acting as a deterrent to the commission of personal and property crime;
* Capturing footage to assist investigation of criminal offences that are alleged to have occurred at a school; and
* Ensuring the safety and wellbeing of students by monitoring students and staff who are unwell.

**Where can CCTV be used?**

If CCTV has been decided upon as an effective strategy at your school, the location and positioning of CCTV cameras must be carefully considered so as to ensure cameras only collect necessary and relevant personal information in a way that does not give rise to a breach of privacy.

When considering where to locate CCTV cameras at your school, the following must be considered:

* *Will the location of the camera only view areas that are relevant to the intended purpose?*
* *Will the proposed location unreasonably intrude on someone’s personal affairs? (For example, capturing a neighbour’s backyard)*
* *What camera position or angle is necessary to capture relevant images?*
* *What image size, resolution and capture rate is necessary to enable identification of individuals?*
* *Will the proposed location be viewing an area where a reasonable adult would expect privacy?*

**Where should CCTV not be installed?**

CCTV must **not** be installed within the following areas:

* toilets
* change rooms
* classrooms
* staff rooms and offices.

CCTV must **not** be used to covertly monitor staff under any circumstances. Staff need to be made aware of any areas that are captured by CCTV, through the use of approved signage. This includes areas such as sheds, storage rooms, and safes.

**CCTV to monitor sick rooms**

The use of CCTV cameras to monitor ‘sick rooms’ in schools is potentially sensitive and requires careful management to ensure privacy is not breached.

A CCTV camera used in this setting can result in the collection of health information if a staff or student’s health condition, injury or treatment is recorded. In addition to the collection of sensitive personal information, students who are sick or unwell may need to undress or have their bodies more exposed than usual, in order to be examined or treated for a medical condition.

Because of the higher risk of privacy invasion and the nature of the personal information that is likely to be collected, specific guidelines must be observed where CCTV is used in a ‘sick room’. These are found in the [CCTV use in schools](https://ppr.mpe.qed.qld.gov.au/pp/cctv-use-in-schools-procedure) procedure.

*Remember, under the Queensland Information Privacy Act 2009, it is a crime in Queensland to visually record another person in circumstances where a reasonable adult would expect to be afforded privacy, without that person’s consent.*

*More information can be found in the* [*CCTV use in schools*](https://ppr.mpe.qed.qld.gov.au/pp/cctv-use-in-schools-procedure) *procedure and in* [*CCTV Fact sheet 1: Legislative considerations*](https://ppr.mpe.qed.qld.gov.au/attachment/fact-sheet-1-legislative-considerations.docx)*.*

**Use of ‘dummy’ cameras at schools**

The use of ‘dummy’ CCTV cameras in schools is not supported by DoE. This is not considered useful as a crime deterrent strategy as it can result in a ‘false sense of security’ being adopted in the school community. Schools should not have ‘dummy’ cameras installed in any areas.

**More information about CCTV considerations 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).