**CCTV use in schools**

**Fact sheet 3 – Informing the school community about the use of CCTV**

**What do you have to tell people about CCTV?**

Schools **must** take reasonable steps to make staff, students and visitors aware of the existence of CCTV, the purpose for collecting personal information, and the details of any entities to which the school might disclose information collected by the CCTV.

At a minimum, approved signage should be placed at every entry point to the school grounds as well as the entrance to every camera’s area of operation, as it is important that individuals are informed **before** they are captured by CCTV, so that they have an opportunity to decide whether they wish to proceed into that area. This provides notice to people who may be approaching the area of CCTV operation, that they may be captured by the camera. This will mitigate the risk of claims relating to unlawful surveillance.

Signage for CCTV can be arranged through your school security advisor. **Only** [**approved signage**](https://ppr.mpe.qed.qld.gov.au/attachment/cctv-approved-signage.pdf) **is to be used.**

**Additional considerations**

The installation of signage at school entry points and at the entry of camera surveillance areas is the minimum requirement, however schools must also consider whether additional steps can be taken to make people aware of CCTV use. These steps might include:

* additional signage at other points around the school advising generally that CCTV is in operation at the school.
* having in place clear policy and procedures governing the management of CCTV at your school, which will provide specific measures for how CCTV equipment and footage will be stored, accessed and protected, and making them publicly available.
* publishing information about CCTV usage on your school’s website and/or in your school handbook.
* publishing a notice about use of CCTV in your school newsletter.
* engaging with neighbouring residents about the location of proposed new cameras.
* having information available about how your school adheres to the department’s standards to record, store and distribute images captured on CCTV.
* incorporating information about the use of camera surveillance into staff induction and enrolment correspondence.

**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).