



<b>PROCEDURE</b>	<b>Request to View CCTV Footage</b>
Procedure Owner	Principal
Function/Area	Risk Compliance

## Purpose

This procedure outlines the steps for requesting and viewing CCTV footage at Tranby College. It ensures compliance with privacy laws and school policies while protecting the safety and security of students, staff, and visitors.

## Procedure Scope

Requests to view CCTV footage may be considered from:

- **School Leadership** (Principal, Business Manager, Deputy Principal, Head of Senior School, Head of Junior School, Heads of Department, Heads of House, Deans of Years)
- **Compliance Officers**
- **Law Enforcement Authorities** (with a formal request)
- **Insurance Providers**
- **Parents/Guardians** (only if the footage involves their child and is legally permissible)

Request to view footage from persons that are not identified above will be denied.

## Procedure

### 1. Request Process

#### 1.1 Submitting a Request

1. **Email a CCTV Footage Request** – This should be addressed to the Principal, Business Manager or Property Supervisor.
2. **Provide Justification** – Clearly state the reason for the request and the date, time, and location of the incident.

#### 1.2 Approval Process

1. The request will be **reviewed** by the Principal (or delegated authority) to determine if access is appropriate and lawful.
2. If the request is **approved**, a viewing time will be scheduled.
3. If the request is **denied**, the requester will be informed in writing, citing the reason (e.g., privacy concerns).

### 2. Viewing the Footage

- Viewing will take place in a **designated secure location** (e.g. Office).
- A **school representative** must be present during the viewing.
- Copying, recording, or sharing footage is **not permitted**, except with law enforcement or under legal obligations.

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### 3. Retention and Security

- CCTV footage is retained for **6 months** unless required for an ongoing investigation.
- Access to recorded footage is **strictly controlled** and limited to authorised personnel.
- Unauthorised viewing, sharing, or tampering with CCTV footage may result in disciplinary action.

### Related Policies, Procedures and Documents

Policy Tranby College Privacy

Tranby College Code of Conduct - Workplace, Child Safe, Students and Parents and Volunteers

Closed Circuit Television (CCTV) Policy

### Applicable Legislation

*Australian Privacy Principles (APP) 2014*

*Freedom of Information Act 1982*

*Privacy Act 1988 (Cth)*

*Privacy Amendment (Enhancing Privacy Protection) Act 2012*

*Surveillance Devices Act 1998 (WA)*

### Responsibilities

#### **Staff Responsibility**

*Each Staff member has the responsibility to:*

- *Familiarise themselves and comply with the procedure*

#### **Manager's Responsibility**

*The Principal and the School Leadership has responsibility to:*

- *Ensure staff are familiar with and comply with the procedure*
- *Review procedure*

#### **College's Responsibility**

*Tranby College has a responsibility to:*

- *Ensure the procedure is available upon request*
- *Respond to the needs of a particular individual as appropriate within the values of Tranby College*
- *Comply with legislated requirements*

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**Further Information**

Further information concerning any aspect of this procedure may be directed to the Deputy Principal.

**Procedure Sign off & Acceptance**

Sign off is required by:

**Principal**

**Revision History** (filled out Board or Principal)

Version	Approved/ Amended/ Rescinded	Date	Board/ Principal	Approval/ Resolution Number	Key Changes & Notes
1.0	Approved	February 2025	Principal	February 2025	Procedure generated
2.0	Approved	Oct 2025	Principal	October 2025	Revised

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