Password and Authentication Policy

**Organisation:** Holmview Primary  
 **Version:** 1.0  
 **Effective:** n/a  
 **Owner:** Principal  
 **Review cycle:** Annual, and after any major change or incident

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# Purpose

This policy gives procedures and guidelines for the operation of Closed-Circuit Television (CCTV) systems. This includes both video and audio recording performed by the CCTV system. This policy exists to ensure that practices are both lawful and secure while upholding individuals' right to privacy. CCTV systems are an important part of school security for the following reasons:

* Enhances security and safety of staff, students and other visitors.
* Deters criminals with malicious intent, inappropriate behavior and vandalism.
* Provides concrete evidence for legal proceedings and internal disciplinary actions.
* Monitoring of the general school environment by being able to see when and how things break/fail.

# Scope

This policy applies to and directly affects each of the following groups mentioned:

* **People:** Students, staff, visitors, contractors, parents, volunteers and anyone else who comes onto school premises.
* **CCTV Systems:** This policy covers all permanent and temporary CCTV cameras and servers installed by the school. CCTV cameras are placed throughout the school property. There is signage to notify people of their presence.

# Data Collection

The CCTV system collects audio and visual data from within the camera's range. The data is stored locally on school premises in a dedicated server. Recordings are retained for approximately 60 days before they are overwritten to allow for new footage to be recorded. Unless footage is required for an investigation in which case it is held indefinitely. Access to this system is highly restricted and only given under special circumstances.

## Authorisation

The only person who is allowed to give access to or view CCTV footage is the principal of the college. In the absence of the principal a delegate will be appointed who has this power.

## Legitimate Reasons for Access

The following reasons are the only reasons that will be considered when determining if it is necessary and appropriate for CCTV access to be given.

* Required as part of a formal disciplinary procedure.
* To ensure the safety of students, staff and other people, a sufficiently large risk has been identified.
* Compliance with a court order or other legal obligations.
* Formal requests from law enforcement such as police.
* Investigation of a breach of policy or code of conduct.
* Investigation of a serious incident such as assult, theft or vandalism.

# Disclosure to Third Parties

CCTV recordings will not be disclosed or given to third parties unless under one or more of the following conditions:

* Where it is required as a means to reduce the level of a critical risk as per risk assessment.
* Required by law from a subpoena or court order.
* With written consent of every person who can be seen or heard in the recording.
* Requested by law enforcement in order to investigate a crime.

# Breaches

Any breach of any way to this policy will be regarded as a serious matter and will be met with disciplinary action and possibly legal action.