

1. Purpose

The purpose of this policy is to outline the use of Closed-Circuit Television (CCTV) and additional security systems within the Country Universities Centre Norfolk Island (CUCNI) premises. This policy is designed to enhance the safety and security of all students, staff, and visitors, while also respecting and upholding their privacy and rights. CCTV will be used for legitimate purposes only. Footage captured by CCTV will be securely stored and monitored and will only be accessed for authorised purposes.

2. Scope

This policy applies to CUCNI:

- Staff,
- Board members,
- Students,
- Activities and operations undertaken within the Centre, and
- Security monitoring contractor.

3. Policy

A. CCTV

CUCNI will make use of CCTV to enhance the safety of the Centre, its resources, staff, and students. The CCTV system exists to assist our centre to prevent and manage inappropriate behaviour within the centre.

CCTV provides enhanced capability to protect the Centre's assets against vandalism and theft. CCTV strengthens our Centre's security by providing an appropriate level of surveillance to assist staff to take all reasonable steps to prevent reasonably foreseeable harm. The presence of CCTV cameras deters misconduct and inappropriate behaviour and reassures students, staff, and visitors that they are protected when in the Centre.

CCTV provides verification around incidents involving students, staff, and visitors (e.g., incidents in which a person has sustained injury, as well as loss, or damage to centre premises). The CCTV also exists to provide staff with visual coverage during emergencies.

B. Location of Cameras

CCTV cameras are NOT:

- hidden or covert,



- located in private areas such as toilets, changing rooms or staff room, or
- used to monitor student or staff work performance.

A notice is located near CCTV cameras which alerts people to their presence.

C. Access to Footage

There is routine checking of the live CCTV feed by the Centre Manager out-of-hours for the purpose of deciding whether to drop into the Centre and see if a student or students may benefit from offer of some assistance. Beyond that, access to CCTV footage is only accessed for the purposes set out in this policy and only by the following people:

- Board of Directors, or delegate, including people explicitly authorised by the Centre Manager,
- CUC Central staff, when required to assist the centre for an above purpose,
- Any other people permitted or required by law, and
- Staff, students and/or visitors involved in incidents.

Footage access requests must be made and approved in writing, and access will be reviewed periodically to enhance compliance.

D. Additional Measures

CUCNI takes additional measures to enhance safety and security for all students, including:

- Physical Patrols: where feasible, staff will check on the Centre from time to time.
- Lighting: Adequate lighting in and around the Centre to enhance visibility and deter unauthorised activities. Lighting will be maintained regularly to address any outages.
- Signage: Clear and visible signage to identify entrances, exits, restricted areas, and other important locations.
- Emergency Protocols: Incorporation of emergency and evacuation procedures into student orientations, and review of protocols after any emergency to identify areas for improvement.

E. Operational Responsibility

The Board of Directors, Centre Manager, or their nominee is responsible for:

- Ensuring the operation of the CCTV system complies with this policy and relevant laws.
- Evaluating the placement of cameras to maximise coverage and minimise intrusion.
- Securing and maintaining CCTV footage, in collaboration with CUCNI's Information Technology contractor who provides the software and maintains recordings on a secure server, to prevent unauthorised access or misuse.
- Periodically upgrading and maintaining security systems to address emerging needs or technological advancements.



4.

Resources

- [Privacy Act 1988 \(Cth\)](#)