

Adept Training CCTV Video and Audio Surveillance Policy

This policy informs students about the presence of CCTV video and audio cameras on campus, outlining their purpose, compliance with the Australian privacy laws and the rights of students.

Introduction

Adept Training is committed to providing a safe and secure environment for all staff and students to enjoy their education and learning journey.

To enhance the security on campus Adept Training has installed CCTV video and audio cameras in key areas. This measure aims to deter crime, assist in emergency response and protect students and college property.

Australian Privacy Laws

Adept Training is committed to adhering to the Privacy Act 1988 and related regulations. The CCTV camera system is implemented in a manner that respects individual's privacy rights.

CCTV Surveillance areas

The CCTV video and audio camera system is placed in public areas, including but not limited to:

- Entrances and exits
- Hallways
- Common areas
- Learning spaces

Cameras are not installed in private spaces such as restrooms or change rooms.

Purpose of surveillance

The primary purpose of the CCTV video and audio camera system is to:

- Enhance safety and security for students, staff and visitors
- Assist in the investigation of incident and maintenance of a secure environment
- Protect college property and assets

Access

Access to CCTV video and audio footage is restricted to authorized personnel for security and investigative purposes only. Footage will not be used for any other purpose without consent.

Signs indicating the presence of CCTV video and audio cameras are posted at the entrance to the college to inform individuals of the surveillance. Cameras are clearly visible and not concealed in any way.

CCTV video and audio footage is retained for a limited period of time, in accordance with legal requirements and college policy, after which it is securely deleted.

Any request to view, access or release any footage must be made in writing to and approved by the Director who maintains discretion on the approval of such requests and will only do so if:

- It is for a lawful purpose
- The request is in writing

- It directly involves the person making the request or their property
- Is related to an incident, investigation or for the identification of an incident or investigation.

Students have the right to enquire about the CCTV video and audio system and how footage is used. For any concerns regarding privacy or data handling, please contact the college administration.

We appreciate your understanding and cooperation in maintaining a safe campus environment. For further information, please refer to the college privacy policy or contact administration.

This policy will be reviewed annually to ensure ongoing compliance with relevant laws and regulations.