



**RADIANCE ACADEMY
TOOWOOMBA**
Where dancers shine!

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Document 12 CCTV Policy

- Radiance Academy Toowoomba operates a CCTV system to deter anti-social and or/criminal behavior
- This system will aim to provide a secure and safe environment for the children, parents, guardians and the staff involved.
- Access to the CCTV system display monitor will be limited to authorized staff only. Authorised staff includes Sally and Tim Andrew.
- Authorised staff will utilize the system for Workplace Health and Safety purposes and security reasons only.
- Access to recorded footage will be limited to the Owner/Manager of Radiance Academy Toowoomba only and password protected.
- Recorded footage will be accessed by the director if a serious offence, allegation, or incident has taken place, An offence, allegation or incident will be defined as serious if it includes anti-social behavior or a crime.
- Should an offence, incident or allegation lead to a criminal investigation or lawsuit, the recorded footage may also be accessed for this purpose.
- Recordings will be stored on the system's hard-drive which is located in a secure location with restricted access as outlined above.
- An authorized staff member will be present in this location during all opening hours.
- During closed hours, the premises is locked and alarmed.
- The recordings will be held on the system for approximately 14 days
- These recordings will then be exported to an external hard-drive which will be stored in a secure location and accessed by the Owner/Manager only. The operating system hard-drive will then be overwritten.
- It should be noted that the current system within the premises only records video and has no capacity to record sound
- It should be noted that all cameras are visible
- It should be noted that there are signs in place to notify individuals of the presence of the cameras
- It should be noted that cameras are not located in private areas, such as the toilets/change rooms
- It should be noted that footage will not be used to assess or evaluate staff or student performance.