



KCCC CCTV Privacy Notice

Kensington Community Children's Co-operative (KCCC) has a closed-circuit television (CCTV) system on the premises. This Privacy Notice outlines how the CCTV system will be used, including the use and disclosure of any footage produced by the CCTV system so as to be consistent with Victorian privacy law.

What is the purpose of the CCTV system?

The purpose of the CCTV system is to:

1. Enhance the overall safety and security of the people, the premises and equipment.
2. Assist in the identification and/or investigation of any incident which may necessitate action being taken, or any breach of a KCCC policy; and
3. Facilitate the review and documentation of reportable incidents to the relevant authorities.

KCCC's use of CCTV is designed to be reactive rather than proactive, meaning it is intended to be used in response to specific incidents, not to proactively monitor attendees to the service.

Where will the cameras be located?

The CCTV system will be comprised of:

- 23 fixed position cameras which are all clearly visible (which may be increased or moved due to changes around the centre)
- A monitor
- Digital Hard Drive Recorder
- 1 Public Information Sign

CAMERA LOCATIONS

- Entry and exit points
- Foyer Area
- Learning spaces
- Outdoor play spaces
- Kitchen area
- Hallways
- Reception

Cameras are not installed in private areas such as bathrooms or shower areas (for employees and children).

The CCTV recording system operates in real mode, monitoring the site continuously 24 hours a day. Footage and information collected via the recording system will be governed by [Australian Privacy Principles](#) and all relevant staff will be kept up to date with requirements under Australian privacy law. The CCTV systems do not record sound.



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Who can access the footage? How long will the footage be stored for?

Viewing of recorded footage is strictly limited.

Requests to Review Footage

Any request to view, access, or release any recorded footage must be made in writing to and approved by the General Manager (or, if the General Manager is absent, the People and Culture Manager). The General Manager maintains discretion as to the approval of such requests, but may only do so if:

1. it is for a lawful purpose;
2. the request is made in writing;
3. it directly involves the person making the request, or their child or property; and
4. it is related to an incident or investigation, or the identification of an incident or investigation.

(For full details on the procedure to request access to footage refer to the KCCC CCTV Policy)

Footage will be stored for a maximum of [30] days, unless otherwise required for an investigation.

Any recorded footage will be destroyed or de-identified when it is no longer needed. CCTV footage is kept in a secure location. KCCC will use its best endeavours to ensure the footage is secure, but acknowledges that a small risk of the system being compromised is unavoidable.

KCCC will always comply with all applicable laws, including the Privacy Act 1988 (Cth).

The General Manager may also review footage to identify and investigate safety and security risks, or a breach (or potential breach) of KCCC policy.

Footage will only be released to an external third party as required by law, or to assist the investigation of a government or regulatory body, or an enforcement agency (eg Victoria Police).

What if I have questions?

For more information of how our KCCC may use the CCTV system and who may access the footage, please see our [CCTV Policy](#).

If you have any questions or concerns regarding the use of the CCTV system in our centre, please contact the the General Manager via email generalmanager@kccc.org.au