



BENALLA P-12 COLLEGE

Administration - 20 Faithfull Street Benalla 3672 PO
Box 819, Benalla 3671

Email: benalla.p12@education.vic.gov.au

Phone: (03) 57 612 777

Web: benallap12.vic.edu.au

ABN 72 163 296 413

AVON CAMPUS
Prep-Yr 5

WALLER CAMPUS
Prep-Yr 6

FAITHFULL CAMPUS
Yr 7-12

13th May 2025

CCTV Privacy Notice

Dear Parents, Carers, Students, and Visitors,

Benalla P-12 College Faithfull/Clarke Campus uses a closed-circuit television (CCTV) system on our school grounds. This letter explains how we use CCTV and how we make sure your privacy is protected, in line with Victorian privacy laws.

Our school has an obligation to ensure the school environment is safe and secure, and fulfil our duty of care to students, staff and visitors. The CCTV system assists our school to fulfil these obligations and to prevent and manage other inappropriate behaviour on school grounds. CCTV also provides enhanced capability to protect our school's assets against vandalism and theft.

Why We Use CCTV

We have a duty to provide a safe and secure environment for all students, staff, and visitors. Our CCTV system helps us:

- Keep everyone safe
- Prevent and respond to vandalism or theft
- Support the management of inappropriate or unsafe behaviour

When CCTV Might Be Used

We may use CCTV footage to:

- Help prevent or investigate criminal behaviour, staff misconduct, or inappropriate behaviour
- Understand and respond to incidents involving injury, loss, or damage
- Provide live visual updates to the Department during emergencies (in some cases)

CCTV footage may also help with decisions about student behaviour and management. Live footage is only viewed in certain situations by authorised staff.

Where Cameras Are Located

Our CCTV cameras are located in areas such as:

- School entrances
- Corridors
- Locker areas
- Ovals and playgrounds
- Other outdoor spaces

Cameras are never placed in private areas like toilets, changing rooms, or showers. They are also not used to monitor work performance.

Signs at our entrances let everyone know that CCTV is in use.

Who Can See the Footage?

CCTV footage is only viewed by:

- The Principal or their authorised staff
- Department of Education staff (when needed)
- Others permitted by law

Can I View CCTV Footage?

The Principal may decide to show specific footage to staff, students, or parents if:

- It helps explain an incident
- It does not impact anyone's privacy or wellbeing

We cannot provide copies of CCTV footage. All requests must go through the Department. For more details, please see the Department's CCTV Policy. CCTV in [Schools](#) – Installation and Management Policy (Department of Education, Victoria)

How Long Is Footage Stored?

Footage is stored on the school's server for up to 30 days. If it hasn't been used or requested in that time, it is deleted. If needed for legal or investigation reasons, we will store it securely for longer, in line with Department policies.

Questions?

If you have any questions or concerns about CCTV at our school, please contact:

Benalla P-12 College Faithfull/Clarke Campus

Thank you for helping us keep our school safe and respectful for everyone.



Kylie Cotter
Executive Principal
Benalla P-12 College