

Workplace Surveillance Policy

1. Background

This policy has been developed in reference to the South Australian *Surveillance Devices Act 2016*. Carclew carries out overt camera surveillance to ensure the security and safety of its workplace, staff, visitors and assets.

2. Purpose

This policy guides the operation, management and regulation of Carclew's closed circuit television (CCTV) and audio/visual recording system.

3. Scope

Staff, contractors, volunteers and Board members. This policy informs employees, visitors, hirers and stakeholders about that nature of the surveillance and how it occurs.

4. Definitions

CCTV	Closed Circuit Television is a system used for video surveillance using video cameras and transmitting the recorded data to a recording device or monitor.
Camera surveillance	A camera that monitors or records visual images of activities on premises or in any other place.
Surveillance device	A listening device, optical surveillance device, tracking device or a data surveillance device.
Optical surveillance device	A device capable of being used to observe or record visually (whether for still or moving pictures) a person, place or activity.
Data surveillance device	A program or device capable of being used to access, track, monitor or record the input of information into; or the output of information from, a computer and associated equipment.
Surveillance information	Information obtained, recorded, monitored or observed as a consequence of surveillance.
Streaming	The broadcast or presentation of an event or meeting to online audiences in an audio and/or video format.
Private activity	An activity or conversation where at least one participant does not want anyone else to see or hear it, and does not believe or expect that anyone else can do so.
Surveillance record	A record or report of surveillance information.

5. Policy Statement

Carclew values the safety and security of its workplace, staff, clients, volunteers, participants and physical assets.

5.1 Camera Surveillance

Carclew carries out overt camera surveillance of its operation and equipment, for the purpose of ensuring the security and safety of the workplace, equipment and all people within the workplace.

All Carclew CCTV cameras are installed by qualified technicians in accordance with appropriate Australian Standards. Cameras and/or casings are clearly visible and signs are located at key entry points notifying visitors that such devices are in operation.

5.2 Data Security

Camera surveillance images are recorded and stored on an external hard drive in a secure location at for period of time as determined by the *State Records Act 1997* and

may be accessed by Carclew staff during that time. Carclew will take reasonable steps to protect the personal information it holds from misuse, loss and from unauthorised access, modification or disclosure. Any captured recordings will be maintained in accordance with the *State Records Act 1997* and Carclew's *Privacy Policy*.

5.3 Public Notification

As visible signs are located at entry points to notify all visitors that CCTV is in operation, all visitors attending Carclew are taken to be providing implied consent to be recorded.

During events or interactions when recording may be in operation, for example throughout Carclew's delivery of projects and events, a statement that surveillance recording is in operation will be provided to ensure implied consent.

5.4 Public Access to Recordings

Carclew reserves the right to reasonable search surveillance gathered in the event of an incident and/or unlawful activity. In the event of an investigation surveillance materials will be used in accordance with legislation and provided to the appropriate authorities.

Access to visual recording by members of the public including media must be done by request to the Chief Executive and cite reasonable cause. Alternatively, access to visual recording by members of the public including media, can be done through the Freedom of Information (FOI) process. For further information please refer to [Carclew's Freedom of Information Statement](#).

6. **Responsibility for implementation**

The Chief Executive will advise staff members of the new policy upon endorsement by the Carclew Board. The policy will be available on the Carclew Server, listed on the Carclew Policy webpage and included in induction.

7. **Legislation and Supporting Documents**

<i>Workplace Surveillance Devices Act 2016</i>
<i>Workplace Surveillance Devices Regulations 2017</i>
<i>South Australian Modern Public Sector Enterprise Agreement: Salaried 2017</i>
<i>State Records Act 1997</i>

Disclaimer

This policy does not represent legal advice. If you have any queries about your obligations, you should seek your own independent legal advice.