

# Closed Circuit Television (CCTV) Policy

## Section 1 - Introduction

(1) Safety and protection of assets can be facilitated by the use of CCTV systems. This Policy establishes the principles for installation and use of CCTV by the University. This Policy does not apply to streaming of live video or other installations which may occur during conferences, meetings, exhibitions or other University activities.

## Section 2 - Audience

(2) Staff, students and visitors to the University of Newcastle at all campuses, locations, residence and colleges, as well as the controlled entities of the University of Newcastle.

## Section 3 - Policy Principles

### Purpose of Collection

- (3) The University will install and/or operate a CCTV system for one or more of the following reasons:
- to enhance the security of, and persons on, University premises;
  - to protect the assets and property of the University and persons on the University premises; and/or
  - for genuine purposes of the University including audit, reporting, compliance monitoring and other purposes required by government, legislation or University workplace agreements, rules, policies or procedures.

### Demonstrated Need and Location of Devices

(4) The University will locate CCTV cameras based on areas of risk, including high incident rate or risk of incidents of unlawful behaviour in a particular area.

(5) Cameras will not be located:

- so as to capture images from private property adjacent to the University; or
- in any change room, toilet facility, shower or other bathing facility.

### Use and disclosure

(6) The CCTV recording must only be used or disclosed for the purpose for which it was collected or as permitted by law. Expiry Date (if applicable) This Policy will be reviewed biannually. Important Notes This Policy does not apply to streaming of live video or other installations which may occur during conferences, meetings, exhibitions or other University activities.

(7) The Security Manager will ensure any person with access to the CCTV system or recordings are appropriately trained.

## **Length of Retention of Data**

(8) CCTV recordings will be maintained for no longer than necessary for the purposes for which the information may lawfully be used, normally no more than 28 days.

## **Non-compliance with the Policy**

(9) Non-compliance with the provisions of this Policy may result in action under the University's policies, code of conduct or enterprise agreements, and may also result in referral to a statutory authority and/or agency. Sanctions may include warning, counselling, disciplinary or legal action.

## **Section 4 - Complaints**

(10) Complaints about Privacy are to be made to [privacy@newcastle.edu.au](mailto:privacy@newcastle.edu.au)

(11) Complaints about the system are to be made to the Security Manager.

## **Section 5 - Roles and Responsibilities**

(12) The Director, Infrastructure and Facilities Services is responsible for the CCTV system.

(13) The Security Manager is responsible for the management of the CCTV System and authorised Security Officers, in accordance with the Policy and Procedure.

(14) Authorised Security Officers are responsible for the operation of the CCTV system in accordance with the Policy and Procedure.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	11th November 2014
<b>Review Date</b>	31st December 2019
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	11th November 2014
<b>Expiry Date</b>	11th May 2021
<b>Responsible Executive</b>	Morven Cameron Chief Operating Officer
<b>Enquiries Contact</b>	Morven Cameron Chief Operating Officer <hr/> Infrastructure and Facilities Services

## Glossary Terms and Definitions

**"University"** - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

**"Risk"** - Effect of uncertainty on objectives. Note: An effect is a deviation from the expected, whether it is positive and/or negative.

**"Asset"** - Any tangible or intangible item (or group of items) that the University owns or has a legal or other right to control and exploit to obtain financial or other economic benefits.

**"Complaint"** - As defined in Australian/New Zealand Standard - Guidelines for complaint management in organisations.

**"Law"** - All applicable statutes, regulations, by-laws, ordinances or subordinate legislation in force from time to time anywhere in Australia, whether made by the Commonwealth, a State, a Territory or a local government and, where the context permits, includes the common law and equity.

**"Student"** - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

**"Staff"** - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.