

# Closed Circuit Television (CCTV) Policy

## Section 1 - Audience

(1) Staff, students, volunteers, contractors, and visitors to the University of Newcastle (University) at all University premises.

## Section 2 - Purpose

(2) This policy outlines how the University uses Closed Circuit Television (CCTV). This Policy should be read in conjunction with the [CCTV Procedure](#).

## Section 3 - Scope

(3) This policy applies to:

- a. CCTV systems installed on University premises;
- b. CCTV footage; and
- c. data collected via CCTV (CCTV data).

(4) The policy does not apply to streaming of live video or other video or audio installations which may occur during ceremonies, conferences, meetings, exhibitions, or other University activities.

## Section 4 - Definitions

(5) In the context of this document and the [CCTV Procedure](#):

- a. "cctv footage" refers to the images captured by the CCTV system and the metadata that is integral to establishing the context and authenticity of the footage;
- b. "cctv data" or "data" refers to facts and statistics collected from the CCTV system, and/or through image processing, that does not contain personal information or images;
- c. "employee" is as defined by the [Workplace Surveillance Act](#);
- d. "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including without limitation the residential colleges; and
- e. "visitors" means all persons who are not staff or students of the University but who are attending a University campus or premises.

## Section 5 - Policy Principles

(6) CCTV forms part of the University's integrated approach to ensuring safety.

(7) The University will comply with all relevant laws in relation to CCTV.

(8) CCTV may be operated on University premises.

(9) CCTV may be operated by the University or by the University's security providers.

(10) CCTV may or may not be continually monitored.

### **Authorised Purposes**

(11) The University operates CCTV and uses CCTV footage to help enhance the health, safety, security, and welfare of persons who enter University premises.

(12) CCTV footage may also be used for related purposes, including:

- a. the investigation of incidents, including suspected illegal activity that may compromise the health, safety, security and welfare of persons who enter University premises; and
- b. identification of persons involved in incidents and undesirable behaviour, and for the purpose of disciplinary action in relation to incidents involving staff or students.

(13) CCTV data may be used for the purposes of campus planning and management.

### **CCTV Locations**

(14) The location of CCTV cameras will be determined by a risk based approach taking into consideration areas:

- a. with high incident rates; and
- b. where there is a risk of incidents.

(15) The Director, Infrastructure and Facilities Services may approve the installation, relocation, or removal of CCTV cameras if it is considered reasonably necessary for one or more of the purposes set out in this policy.

(16) The [Workplace Surveillance Act 2005](#) prohibits surveillance of an employee in a change room, toilet facility or shower, or other bathing facility.

### **Signage**

(17) The University will install appropriate signage to indicate that CCTV is being used, in accordance with the [CCTV Procedure](#).

### **Collection of CCTV Footage**

(18) The collection of CCTV footage, and its management, will be in accordance with relevant privacy laws and the [Privacy Management Plan](#).

### **Access to CCTV Footage**

(19) The business unit responsible for retrieval of CCTV footage is Security Services at the Callaghan Campus.

(20) Access to CCTV footage will be in accordance with the [Privacy and Personal Information Protection Act](#), the [Privacy Management Plan](#) and the [CCTV Procedure](#).

(21) The Security Manager, or their nominee, will ensure only persons with authorisation have access to CCTV footage and that such persons are appropriately trained.

## Access to CCTV Data

(22) The Security Manager is responsible for authorising access to CCTV data.

## Use

(23) CCTV footage must only be used or disclosed for the purpose for which it was collected, or as permitted by law.

## Retention and Destruction

(24) CCTV footage will be maintained for no more than 28 calendar days. The Security Manager may determine to bookmark and retain CCTV footage for more than 28 calendar days where:

- a. the footage may be of evidentiary value in relation to a reported or detected incident;
- b. the University has been asked by a law enforcement agency to retain or produce the CCTV footage;
- c. the footage has been copied by a Control Room Operator for further review and the review is not complete; or
- d. the University's Legal and Compliance unit advises that the CCTV footage should be retained.

(25) CCTV footage retained under clause 24 will only be retained for as long as is reasonably necessary.

(26) For any CCTV footage retained, an appropriate duration of the CCTV footage must be retained to show the context of any individuals' actions.

(27) CCTV data may be copied and stored for later use in relation to analysis and planning. CCTV data will be stored for a duration that is commensurate with the purpose for which it is to be used. Once the CCTV data has been used it will be deleted.

(28) Destruction of CCTV footage and data must be in accordance with the [CCTV procedure](#) where relevant, and comply with all relevant policies, including the [Records and Information Policy](#).

## Public Display

(29) The Director, Infrastructure and Facilities Services may authorise the public display of an image or footage from the CCTV system to:

- a. seek assistance from members of the University community to identify a person reasonably suspected or known to have committed an offence; or
- b. warn people of a danger to personal safety associated with such a person.

## Register

(30) The University will maintain a register of all CCTV cameras in operation.

## Compliance

(31) Staff or students who fail to comply with the requirements of this policy may be found to be in breach of the [Student Code of Conduct](#) or [Staff Code of Conduct](#) and may be subject to disciplinary action.

(32) Contractors found to be in breach of this policy or its associated documents may be subject to remedial action under the provisions of any associated contract or agreement.

## Complaints Resolution

(33) Complaints in relation to CCTV must be made in accordance with the [CCTV procedure](#).

## **Roles and Responsibilities**

(34) The Director, Infrastructure and Facilities Services is responsible for the CCTV system and the implementation of standard operating procedures relevant to CCTV.

(35) The Security Manager is responsible for managing the CCTV system in accordance with this policy, including the review of the CCTV system at least every two years that entails reviewing:

- a. the effectiveness and location of each CCTV camera on University premises and the need to locate a camera at that point; and
- b. policies and procedures relevant to CCTV; and
- c. standard operating procedures relevant to CCTV.

(36) Authorised security personnel are responsible for the operation of the CCTV system in accordance with the relevant legislation, this policy and its associated procedure.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	12th May 2021
<b>Review Date</b>	12th May 2024
<b>Approval Authority</b>	Chief Operating Officer
<b>Approval Date</b>	10th May 2021
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	David Toll Chief Operating Officer
<b>Enquiries Contact</b>	David Toll 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.

**"Campus"** - means any place or premises owned or controlled by the University, but may also specifically refer to a designated operating location such as the Callaghan Campus.

**"Personal information"** - Has the same meaning as in the Privacy and Personal Information Protection Act 1998 (NSW).

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

**"Disciplinary action"** - When used in relation to staff of the University, this is as defined in the applicable and current Enterprise Bargaining Agreement, or the staff member's employment contract. When used in relation to students of the University, this is as defined in the Student Conduct Rule.

**"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.