

# Closed Circuit Television (CCTV) and Security Recordings - Operational Policy

## 1. Purpose of policy

1.1 The University is committed to providing a safe and secure learning environment across all its premises. Closed Circuit Television (CCTV) may be installed overtly at identified public locations as a strategic component of this commitment to community safety and crime prevention. Other security surveillance technologies, including but not limited to drones and body mounted cameras, may also be deployed as part of the overall security recordings program.

1.2 The aim of the CCTV and Security Recordings program is to:

- provide an effective means by which to deter and reduce crime in the monitored areas through an increased awareness of the possibility of detection and the apprehension of offenders;
- enhance the University Community's general feeling of safety and security in regard to the areas being monitored;
- protect the University assets; and
- assist in the factual, accurate and speedy reconstruction of the circumstances of incidents.

## 2. Policy scope and application

2.1 This policy applies to all facilities and premises owned or operated by the University and applies to students, staff, other members of the university community along with any member of the public at these facilities.

2.2 Other safety and security related technologies, including but not limited to drones and body mounted cameras and global positioning system (GPS) enabled devices are also incorporated into the application of this policy.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to this policy and are critical to its effectiveness:

Closed Circuit Television (CCTV) means any type of visual surveillance device used for security purposes, including cameras that relay to a screen or monitor, and usually results in recordings. For the purpose of this policy, this incorporates any other surveillance and recording technology operated for safety and security purposes.

## 4. Principles

### 4.1 Code of Practice

The University recognises that the capture of information via CCTV may fall under the definition of Personal Information in the *Information Privacy Act 2009 (Qld)*.

The CCTV and Security Recording system must strike an appropriate balance between the personal privacy of individuals using University premises, maintaining a secure environment and the objective of recording incidents. The system will be operated fairly, within applicable law, and only for the purposes to which it is established.

Systems must comply with Australian Standard 4806.1 – Closed Circuit Television (CCTV) Management and Operation, Australian Standard 4806.2 – Closed Circuit Television (CCTV) Application Guidelines and other applicable Australian Standards. The operation of drones must comply with CASA 96/17-Direction — operation of certain unmanned aircraft.

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

### DESIGNATED OFFICER

Director, Facilities Management

### FIRST APPROVED

5 September 2007

### LAST AMENDED

17 July 2019

### REVIEW DATE

15 July 2024

### STATUS

Active

#### 4.2 Signage

The presence of CCTV on premises will be brought to the notice of the University community and the public by prominent and appropriate signage.

#### 4.3 Access to monitors, control room, and monitoring equipment

Where specifically designed as part of an awareness and deterrent measure, some monitors may display certain images within publicly accessible areas. In all other situations, access to monitors will be restricted to persons authorised to view CCTV images.

CCTV recording equipment will be kept within secure areas and not accessible to unauthorised personnel. Mobile recording equipment will be stored in secure areas when not in use.

Access to the SafeUSC Operations Room will be restricted to authorised persons.

#### 4.4 Recording and storage of information

CCTV images recorded at the University are stored digitally. All recorded material will be treated as confidential and unless required for evidence, will be kept in accordance with the Information Management Framework - Governing Policy.

Access to the CCTV System and to the captured images will be restricted to authorised staff involved in monitoring or investigation. Images taken from the CCTV system will be fully documented in a register and securely stored.

#### 4.5 Liaison with Queensland Police Service

Images may be released to the Queensland Police Service or other law enforcement agencies in compliance with the *Information Privacy Act 2009* (Qld). All requests made by the Queensland Police Service or other law enforcement agencies should be referred to the SafeUSC Manager, Facilities Management who will advise the University RTI and Privacy Officer of the request.

### 5. Complaints

The University manages all complaints in accordance with 'compliments, complaints, feedback or grievances' processes as available on the University website. These processes ensure staff, students and members of the public, a consistent and effective privacy, complaints, investigations and subsequent outcomes experience.

### 6. Authorities/Responsibilities

The SafeUSC Manager, Facilities Management is responsible for the management of the University's CCTV system. This includes the maintenance and operation of the system as well as the protection of the privacy interests of individual members of the University community and the public from intrusive monitoring.

The SafeUSC Manager will ensure that all SafeUSC Officers involved in the recording, observation and capture of images are informed, through training or through other means, of their responsibility to act in an ethical and lawful manner as per the relevant legislation and this policy.

If evidence is provided that an individual is using the system inappropriately, the University will take appropriate measures to eliminate or minimise the risk of reoccurrence. Inappropriate use of the CCTV system will be considered a breach of the Staff Code of Conduct and will be handled accordingly.

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#### RELATED DOCUMENTS

- Conduct on University Premises - Operational Policy
- Information Management - Governing Policy
- Resolution of Complaints (Staff) - Guidelines
- Staff Code of Conduct - Governing Policy
- Student Conduct - Governing Policy

#### RELATED LEGISLATION / STANDARDS

- Right to Information Act 2009 (Qld)
- Public Records Act 2002 (Qld)
- Information Privacy Act 2009 (Qld)
- AS 4806.1 – Closed Circuit Television (CCTV) Management and Operation
- CASA 96/17 - Direction — operation of certain unmanned aircraft
- Human Rights Act 2019 (Qld)