

Workplace Surveillance Procedure

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| | | |
|----|--|---|
| 1. | PURPOSE | 1 |
| 2. | SCOPE | 1 |
| 3. | OBJECTIVE | 2 |
| 4. | DEFINITIONS | 2 |
| 5. | WORKPLACE SURVEILLANCE | 2 |
| | 5.1 Notice and Consultation | 2 |
| | 5.2 Characteristics | 2 |
| | 5.3 Use and Disclosure of Surveillance Records | 3 |
| | 5.4 Academy Library Surveillance System | 3 |
| 6. | REVIEW | 3 |

1. PURPOSE

The purpose of this procedure is to clearly define the objectives and requirements for workplace surveillance at UNSW Canberra. Workplace Surveillance at UNSW Canberra may be utilized to enhance work health and safety and/or security systems. The procedure has been developed in accordance with the ACT Workplace Privacy Act 2011.

2. SCOPE

Workplace surveillance used at UNSW Canberra is Optical surveillance.

Optical surveillance cameras are located in the Academy Library in the reading room, exhibition space and special collection areas.

This procedure will be updated to address changes within the University such as when additional areas are identified for workplace surveillance or to address changes in legislation.

3. OBJECTIVES

The objectives of the workplace surveillance system are to:

- Enhance the security of and deter damage to significant items,
 - NAA (National Archives of Australia) requires CCTV surveillance of national archive materials viewed in the Reading Room and stored in the Special Collections area;
 - Exhibitors require security of artworks in the Exhibition area.
- Enhance the safety and security of UNSW Canberra staff, students and visitors, particularly in high and medium risk environments, during and outside business hours, and
- Assist in gathering information during an investigation in the event of a health and safety incident and/or unlawful activity.

4. DEFINITIONS

Surveillance: means using a surveillance device which can be a data, optical or a tracking device.

Optical surveillance: means a device capable of being used to record visually or observe an activity; but does not include spectacles, contact lenses or similar devices used by a person to overcome sight impairment

CCTV: means closed-circuit television. This is the use of video cameras to transmit an image on a limited set of monitors; digital video cameras allow the images to be recorded.

Worker: a worker is the person who carries out work in any capacity for a person conducting a business or undertaking (PCBU), including work as: an employee, contractor or subcontractor, an employee of a contractor or subcontractor, or an employee of a labour hire company assigned to work for a PCBU, an outworker, an apprentice or trainee, a student gaining work experience, volunteer.

5. WORKPLACE SURVEILLANCE

5.1 Notice and consultation:

UNSW Canberra will consult with workers in good faith about the workplace surveillance installations and objectives.

UNSW Canberra is required under the Act to give written notice to workers at least 14 days prior to commencing to conduct surveillance.

The notice will be broadcasted to all staff through the UNSW Canberra newsletter. Specific details of the surveillance will be incorporated in the procedure.

5.2 Characteristics:

In line with the Workplace Privacy Act 2011, UNSW Canberra Optical surveillance system characteristics will be as follows:

- CCTV cameras will be placed at locations where they are clearly visible in the workplace.

- “CCTV in use” signs will be displayed at the entrances to and within the surveillance areas.
- The surveillance system may be running continuously or be activated by infra-red sensors depending on the workplace requirements.
- The surveillance system will not be used for performance management purposes.
- The surveillance system will not be used to record sound.
- The surveillance system may be used to gather information that could be used in evidence in the event of any health and safety incidents and/or unlawful activities.

5.3 Use and disclosure of surveillance records

Recorded surveillance material is disclosed only in relation to the investigation of safety and/or security incidents.

Permission to access recorded surveillance material is required from the Unit Manager of the areas where the surveillance system has been installed.

5.4 Academy Library Surveillance System:

The surveillance system will be running continuously during working hours and be activated by infra-red sensors at other times. CCTV camera will be operational in the following areas of the Academic library:

- Six CCTV cameras in the Reading Room,
- Eight CCTV cameras in the Exhibition area, and
- Two CCTV cameras in the Special Collections areas.

Digital image recorders and monitors will be located at the Service desk.

The CCTV surveillance system will be monitored continuously during library opening hours and for one hour before and after opening.

The surveillance material will be stored in the recorder and archived to storage media at the end of each month. The Archived media will be stored for a period of 6 months in a secure location.

Networked access to the surveillance system will be provided to the Library Manager, Client Services Manager, Collection Services Manager, Special Collections Curator, Chief Building Warden and Business Manager.

Academy Library surveillance records access will require permission from the Library Manager. In the absence of the Library Manager, permission is required from the Deputy Rector or Rector.

6. Review

The policy will be reviewed whenever additional areas within UNSW Canberra identify surveillance systems as a requirement to be installed or at least annually to ensure it reflects the current legislation.