

USE OF OPTICAL SURVEILLANCE DEVICE

Guidelines



RESPONSIBLE MANAGER:	Facilities Manager
CATEGORY:	Facilities and Services
DATE ENDORSED:	9 July 2009
RELATED POLICIES AND DOCUMENTS:	Privacy Policy Police Check and Working With Children Policy Information Privacy Act 2000 Commonwealth Privacy Act 1988 Higher Education Support Act, 2003 Surveillance Devices Act, 2004

Introduction

Your image is considered personal information. Organisations use optical surveillance devices such as Close Circuit Television (CCTV) for the purposes of collecting footage to assist in law enforcement or issues of public risk or health.

Definitions

Optical Surveillance Device: Any instrument capable of recording visually or observe an activity, but does not include spectacles, contact lenses or a similar device used by a person with impaired sight to overcome that impairment.

How do I know an optical surveillance devices are in use?

The Institute will inform the public that optical surveillance devices are in use by:

- Displaying appropriate and visible signage at the entrance to the buildings and within the building
- Inform our students through the student newspaper, orientation processes and staff.

Where can optical surveillance devices be located?

Optical surveillance devices can be installed in public areas such as:

- Corridors
- Lifts and stairwells
- Student lounge and cafeteria
- Classrooms
- Car parks

Under no circumstances are surveillance devices installed in private offices, change rooms or toilets.

How is optical data collected and where is it stored?

Optical data is collected via the sensor devices install at various locations with Institute facilities.

The data is stored is a secured and controlled environment. It is physically housed on a locked DVR unit.

How is optical data accessed?

Optical data collected via the optical surveillance device is only accessible by the Institute's Security Officer in conjunction with a member of the Institute's Executive Management team or Victoria Police. These nominated staff must have a current Police Check and Working with Children Check in place.

When would this information be accessed?

Optical data would only be accessed to determine facts if an incident had occurred or gather data if a risk was imminent.

Can this information be disclosed to a third party?

The Institute may use or disclose personal information gathered through a surveillance device in circumstances related to public interest, such as law enforcement, and public or individual health and safety.