

# Workplace Surveillance

Policy Hierarchy link	ACT Workplace Privacy Act 2011
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## 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 or company assigned to the work.

- “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:**