



DUNMORE LANG COLLEGE

An Affiliated Residential College at Macquarie University

# Dunmore Lang College Closed Circuit Television (CCTV) Policy

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**Dunmore Lang College Closed Circuit Television (CCTV) Policy**

**Policy Title:** CCTV POLICY

**Approved by:** Principal

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## Contents

1.0 AIM .....	4
2.0 PURPOSE.....	4
3.0 POLICY INTENT .....	4
4.0 PROCESS .....	6
5.0 CAMERA LOCATIONS.....	9

## 1.0 AIM

The purpose of this Policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system at Dunmore Lang College (the College).

## 2.0 PURPOSE

CCTV cameras have been installed at the College with the primary purpose of ensuring the safety and security of students, staff, guests and other visitors without compromising privacy or trust of individuals. They are also intended to reduce the threat of crime generally and to protect College property and premises. The measures also consider the need to respect the individual privacy of the students, staff, guests and other visitors. This policy also sets out a framework for the use of the CCTV surveillance system.

## 3.0 POLICY INTENT

The College intends to use the CCTV surveillance system to:

- Enhance the safety and security of all students, staff, guests and other visitors to the College
- Deter those with criminal intent;
- Assist in the detection of crime, damage or anti-social behavior;
- Assist relevant authorities or Police with the identification, apprehension and prosecution of offenders in relation to crime and public order;
- Facilitate the identification of any individuals / activities / event which might warrant disciplinary proceedings being taken and assist in providing evidence against whom disciplinary or other action is, or is threatened to be, taken.

### Key Principles

One of the primary roles of a Residential College is to create a safe and secure environment for its students, staff, guests and visitors.

Dunmore Lang College is committed to fair, lawful, open and accountable use of CCTV. CCTV monitoring of public areas for security purposes at Dunmore Lang College is limited to uses that do not violate the reasonable expectation of privacy as defined by law.

The use of CCTV must meet the requirements of:

- The Privacy Act (Cth) and other relevant legislation such as the Workplace Surveillance Act and Regulations.
- Dunmore Lang College policies, including Privacy policy, Sexual Harassment and Anti-discrimination policy.

Information or footage obtained via CCTV monitoring will be used exclusively for protecting student safety, security and law enforcement purposes. Information obtained by CCTV monitoring will only be released when authorised by the Principal, Dean of Students (or in his/her absence the Chair of the Board).

### **Policy Statement: Use of CCTV**

Dunmore Lang College seeks to protect people and assets in and around the College property in the most effective manner possible, including:

- The use of quality locks on all doors and each student's private room.
- The monitoring of the College environs by staff.
- The use of CCTV around the external areas of College, and in public spaces within the buildings (e.g: Common Room, Dining Hall etc.)
- The primary security use of CCTV is to discourage and/or detect unlawful acts, anti-social behaviour, behaviour against College rules and damage to property in and around the College precinct thereby enhancing the safety and security of all people and property at the College.
- Access to the CCTV recorded footage is limited to authorised staff, authorised Police/Law enforcement (e.g.: courts) and Security Personnel with a legitimate reason to view and/or otherwise use the recorded footage, including the provision of evidence in support of prosecution of criminal or illegal behaviour.
- Any digital video recorder associated with the College's CCTV will be kept in a secure location with access restricted to authorised staff.
- Authorisations to review any footage will be given to relevant parties (e.g.: Heads of other College where action by a resident of another College on Dunmore Lang College grounds is suspected) on a case by case basis which will be determined at the discretion of the Principal.
- The CCTV system is designed to ensure maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- Any request to search the CCTV system must be in response to a report by a student, staff member, third party, law enforcement or in response to an incident.
- CCTV will not typically be monitored "live", except in response to such a report of an incident.
- All use of CCTV will consider the need for the individual privacy of the students, staff, guests and other visitors.
- Appropriate standard operating procedures applies to all security CCTV applications to secure the effective and ethical management of equipment and that the recorded information is appropriately maintained by authorised users.

### **The CCTV system will not be used:**

- To provide recorded images for release to media, social media, website or any other purpose not consistent with this policy;
- To record images of the inside of student rooms or inside bathroom facilities;
- To record sound.

The CCTV system will be an overt system that is easily visible and notification advises of its use.

A regular review program will also be undertaken to ensure that existing cameras are operational and that they are situated in the most appropriate locations as well as correctly installed to ensure the most effective coverage. This review will also assess the effectiveness of the coverage provided by the network and make recommendations to the Principal for any improvements.

CCTV footage is kept for up to 10 months, after which time it is automatically overwritten.

By accepting the Dunmore Lang College Accommodation Contract, the student accepts and agrees to abide by all of the terms and conditions of the College's Policies and Procedures. Students should contact the College Principal or Dean of Students for further clarification if required.

## **4.0 PROCESS**

The use of CCTV will be conducted in a manner compliant with all existing federal and state laws and consistent with the values of the College community so as to minimise the intrusion of privacy of students, staff, guests and other visitors in their personal and professional activities. It will be used for legitimate safety and security purposes only, which include but are not limited to:

- monitoring building perimeters, entrances and exits, lobbies, corridors, goods receiving areas and special storage areas;
- monitoring locations protected by intrusion alarms, exit door controls, security panels;
- monitoring areas that contain high value equipment;
- Reviewing recorded images as part of a criminal or security breach investigation; and
- Conducting monitoring for areas at risk of anti-social or potentially unsafe activity.

### **Administration of CCTV**

The College Principal, in consultation with the Management Team, delegates administration of the College's security system, which includes the CCTV system to the Maintenance Coordinator. As such, this position is the only College position authorised to implement, oversee and coordinate use of the video recording for safety and security purposes. Implementation is at the direction of the Principal or Dean of Students only.

### **Access to CCTV and records**

CCTV recordings will only be accessed when alleged incidents of criminal activities, student misconduct, professional misconduct, misadventure or near-miss have taken place and the Principal believes that the CCTV system may have recorded the incident and believes CCTV video would be useful and necessary to investigate the issue.

Access to CCTV video will be restricted to individuals nominated by the Principal and whose use of it will be limited to the above stated purpose of surveillance.

Normal maintenance procedures may require routine or diagnostic access to live CCTV cameras.

These times will be limited to the minimum amount of time possible to perform duties and not for observation of people.

Authorisation to release recorded video footage or to permit viewing thereof is only to be granted by the Principal, Dean of Students or a nominated representative in his/her absence.

- Authorised viewing of recorded footage is to be conducted in the presence of the Principal or nominee.
- A Principal nominee would typically include but is not limited to, Dean of Students, Chief Financial Officer, Chair of the Board, Maintenance Coordinator.
- A log is to be maintained of any authorised requests and access to recorded footage.

Dunmore Lang College will provide information, including any surveillance camera recordings to NSW Police or other law enforcement agencies as required for the purpose of investigation of an offence.

Surveillance data will not be provided to non-authorised persons, including staff, parents and contractors without the express approval of the Principal or Dean of Students and only for a purpose consistent with this policy.

CCTV information will be automatically overwritten from the CCTV server unless required for a specific investigation and approved by the Principal.

Nothing in these guidelines is designed to contravene the Privacy Act (Cth), which stipulates that a person is entitled to access the information concerning him/her, including access to recordings made of him/her. Nonetheless, the Privacy Act (Cth) does specify restrictions to the right of access, and any denial of access shall be in accordance with those specifications.

Any request for video footage from an individual or agency for purposes not addressed above will require a search warrant or subpoena.

Hidden or covert CCTV will not be installed unless there is a demonstrated need to assist authorities in collecting evidence in a criminal investigation. Such installations will be authorised only by the Principal and notified to the Chair of the Board.

## **Roles and responsibilities**

The Principal is responsible for

- implementing this policy.
- ensuring that surveillance is only used for the purposes outlined in this policy.
- ensuring that only authorised persons have access to the surveillance material.
- the review and maintenance of this policy statement and associated documentation.

The Board is responsible for

- ensuring that the Principal is fulfilling his/her responsibilities in regard to this policy.

Personnel authorised to Manage and View Surveillance Data:

- College Management Team.
- Maintenance Coordinator.
- Other authorised personnel engaged in assisting the Management Team during an approved investigation.

All personnel are bound by the confidentiality clause in their Employment Agreement and are required to abide by this policy and ensure that any confidential information they may become aware of remains confidential.

## 5.0 CAMERA LOCATIONS

1. Visitor parking
2. Driveway
3. Car park
4. Carpark gate to New Wing
5. Almgren main entrance
6. Almgren ground floor
7. New Wing sliding door
8. Almgren stairs
9. Admin sliding door to Old Wing
10. Reception
11. Old Wing sliding door (East)
12. Gate to University by New Wing
13. Dining Room (3 cameras)
14. Ranch door (outer)
15. Ranch door (inner)
16. ADS car park
17. Office rear
18. Hugh McCreedy courtyard
19. Bruce Mansfield courtyard
20. 1 West entry near room 111
21. 1 West entry near room 101
22. Dean's office
23. Workshop carport
24. Workshop laneway – NOT CONNECTED
25. Principal's office
26. Common Room (2 cameras)
27. Kitchen dock
28. Community Manager's office
29. Warrawal Room
30. Senior TV Room (temp)