

Video Surveillance

General Notice:

Sport UNE utilises a closed circuit television ('CCTV') camera and recording system in accordance with the Workplace Surveillance Act 2005 (NSW) ('the Act'). Its use is current and ongoing.

[Full details of the Act can be accessed by staff either via the internet from location:
<http://www.parliament.nsw.gov.au/prod/parlment/NSWBills.nsf/0/941266A03EB10718CA256FF600242EDB>
or obtain a hardcopy from their supervisors.]

Policy Summary:

Sport UNE conducts video surveillance for business purposes and activities, including but not restricted to; monitoring key areas to ensure the safety of staff and customers, monitoring stock, equipment and facilities, managing peak periods of customer activity, and verifying incidents. Its use extends to the legitimate purposes relating to the employment of employees, such as the detection, investigation or prosecution of an offence.

Policy Detail:

- All entrances to Sport UNE facilities indicate that camera surveillance is employed.
- Cameras and camera casings are clearly visible.
- Covert surveillance is not utilised.
- Sixteen (16) cameras are utilised and connected to a digital recording device, capable of storing and replaying up to 10 days events. If no incident has been noted, then the recording device records over previous events.
- All recordings made of events, will not be used or disclosed, unless the above criteria within the Policy Summary has been met, or unless its disclosure is required to be made to a member or officer of a law enforcement agency.
- Camera event recording is done without human intervention, and in general staff do not monitor the live images, unless the intention is to check customer activity or facility usage (such as tennis court use, or queues building up at the reception counter).

Additional Notice:

Computer / Internet/ e-mail surveillance is not carried out by Sport UNE. However staff should be aware that the University of New England has policies on internet and telephone misuse, and that these policies must be adhered to.

Sport UNE is advised of Internet and telephone call *durations* and *costs*, and will investigate the misuse of internet usage or calls made from locations within Sport UNE.

Signed – 'I have read & understood this policy' _____ date _____
Printed Name: _____