

# Closed Circuit Television and Surveillance

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## 1.0 Purpose

The purpose of this procedure is to operationalise the Facilities Management and Campus Access and Use Policy.

## 2.0 Scope

This procedure applies across the University with regard to the University's Closed Circuit Television and Surveillance (CCTV) system.

## 3.0 Procedure

The following primary purposes apply to the University's CCTV system:

- to prevent crime, misconduct, and disorder by acting as a psychological deterrent to potential offenders,
- to aid the detection of crime, misconduct and disorder and enable a greater proportion of crime to come to the attention of Crime Enforcement Authority or security personnel,
- to enhance the apprehension and successful prosecution of offender by facilitating the gathering of evidence,
- to reduce the likelihood of theft or damage to University property or assets,
- to detect unauthorised access and unethical tissue use as required under the Transplantation and Anatomy Act and Regulations,
- to monitor utilisation of teaching and learning spaces so that the University's assets may be used in the most efficient and effective manner.

This procedure does not apply to the recording, audio and screening of lectures which are made available in the relevant Learning@Griffith course site.

### 3.1 Control and Deployment of CCTV System

#### 3.1.1 Control

The Security and Control Systems Manager has day-to-day management and oversight of the University CCTV system and is responsible for managing compliance with this Procedure. The Security and Control Systems Manager will ensure all staff who use the CCTV system will be appropriately trained in use of the system, this procedure and guidelines.

### **3.1.2 Installation**

CCTV installations must only be undertaken with prior written approval of the Director, Campus Life. Requests for the installation of a CCTV System must be in writing and be accompanied by an explanation of how the installation meets the purposes set out in s.3 of this Procedure and such other information requested.

The Director, Campus Life may approve or decline any such request on the basis of whether the proposed installation meets the purpose of this Procedure and represents a benefit to the University commensurate with the installation and ongoing costs involved. Any such decision must also consider the Human Rights Act.

Elements requesting the implementation of CCTV Systems will carry responsibility for the costs of the installation.

CCTV installations made without the prior approval of or in accordance with the conditions imposed by the Director, Campus Life will be removed at the Element's cost.

### **3.1.3 Guidelines**

The Guidelines on the Use and Management of CCTV Systems provides further guidance and defined processes for ensuring compliance with this Procedure.

### **3.1.4 Monitoring**

The University's security staff do not monitor the CCTV System on a continuous, regular, or sporadic basis. Although relevant University staff may access the CCTV Footage from time to time in accordance with this Procedure when undertaking activities in furtherance of the purposes set out in section 3 of this Procedure.

Cameras within CCTV Systems will be made visible to staff, students, and visitors. Signage will be displayed at key positions and in proximity to the areas under surveillance to advise of the use of the CCTV System.

Toilets, showers, and change rooms shall not be subject to surveillance by the CCTV System.

CCTV Systems are not deployed on any of the University's facilities situated in the State of New South Wales.

## **3.2 Storage, Use and Disposal of CCTV Footage**

### **3.2.1 Facilities Optimisation Footage**

CCTV Footage recorded for Facilities Optimisation purposes will be converted to a de-identified image and stored in a secure location to be used to determine room occupancy rates, traffic flows and to otherwise optimise the use of the University's physical resources.

CCTV Footage will be used and stored in accordance with the University's Privacy Plan and disposed of in accordance with the University Sector Retention & Disposal Schedule (QDAN601).

### **3.2.2 General CCTV Footage**

General CCTV Footage will be overridden (and thus made irretrievable) after 28 days. Once the retention period has been exceeded, overwriting will commence. CCTV Footage within licenced venues is required to be retained for at least a 28 day period prior to override in accordance with the Liquor Act 1992, Liquor Regulation 2002 and conditions endorsed on a licence.

### 3.2.3 Incident Footage

CCTV Footage of an Incident can be retrieved provided it is done so within the relevant retention period. The Security and Control Systems Manager is responsible for the secure storage of any CCTV Footage relating to an Incident or suspected Incident.

The Director, Campus Life may release CCTV Footage of an Incident where:

- 3.2.3.1 The Director, Campus Life, upon becoming aware of an alleged Incident directs the CCTV footage to be retrieved, copied and released to an Investigating Officer and/or Crime Enforcement Authority.
- 3.2.3.2 An Investigating Officer or Crime Enforcement Authority applies in writing to the Director, Campus Life for access to CCTV Footage in the conduct of an investigation. This application must include:
  - the evidence-based grounds for the request (e.g. the identity of the specific person(s)),
  - the suspected misconduct, unlawful activities or disorder and the grounds upon which it is believed that person is so involved,
  - details of any other managerial or investigative actions which have already been conducted,
  - the site of the camera(s),
  - the date(s), times, and duration of the recording,
  - together with any further information required by the Director, Campus Life.

Upon being satisfied that there are reasonable grounds for the Investigating Officer or Crime Enforcement Authority to access the relevant CCTV Footage, the Director, Campus Life will direct the CCTV Footage to be retrieved, copied and recorded and shown to the Investigating Officer or Crime Enforcement Authority in the company of an Authorised Delegate. The recording will then be stored in a locked cabinet and released only for the purposes of the continuing conduct of the investigation (which may require the release of the recorded CCTV Footage to a Crime Enforcement Authority).

- 3.2.3.3 A person who believes themselves affected by an Incident may make written application to the Director, Campus Life for that footage to be released to a Crime Enforcement Authority or an Investigating Officer. Any such application must state:
  - the requirements set out in 3.2.3.2 above,
  - details of the complaint made to the Crime Enforcement Authority or Investigating Officer,
  - details of the relevant contacts at the Crime Enforcement Authority or Investigating Officer and written authorisation for the Director, Campus Life to contact the Crime Enforcement Authority or Investigating Officer to release and/or seek further details relating to the application.

Upon being satisfied that there are reasonable grounds for the release of the relevant CCTV Footage, the Director, Campus Life will direct the CCTV Footage to be retrieved, copied, recorded and released to the Crime Enforcement Authority and/or shown to the Investigating Officer in the company of an Authorised Delegate. The recording will then be stored in a locked cabinet and released only for the purposes of

the continuing conduct of the investigation (which may require the release of the recorded CCTV Footage to a Crime Enforcement Authority).

Where an individual is seeking access to CCTV Footage for any other reason please refer to the University's Privacy plan (Griffith.edu.au) or Right to information (Griffith.edu.au).

CCTV Footage retrieved in response to an Incident will be recorded on a register to be kept by the Security and Control Systems Manager. It will be held in accordance with the University's Privacy Plan and disposed of in accordance with the University Sector Retention & Disposal Schedule (QDAN601).

In any of the circumstances specified in this section 3.2, the Director, Campus Life may release the relevant CCTV Footage to the University's legal advisors and/or Internal Audit Unit.

CCTV Footage will generally not be made available to members of the public, although an individual may request access to CCTV Footage in accordance with the University's Privacy Plan.

### 3.3 Quinquennial Review

The Director, Campus Life will cause a quinquennial review to be undertaken of the effectiveness and value for money of the CCTV System used by the University. This review will be undertaken to assess the need for additional, removal or relocation of CCTV System components and will address, in respect of each component:

- its ability to serve the purpose for which it was originally installed
- incidents of crime/damage detected.

In the context of Incidents of crime/damage or loss within the vicinity of the camera and the campus in general.

## 4.0 Definitions

For the purposes of this procedure and related documents, the following definitions apply:

**CCTV** means closed circuit television systems together with any other form of surveillance technology deployed by the University from time to time.

**CCTV Footage** means, at any time, any digital, video and sound recordings and related data captured by, stored in and recoverable from the CCTV System. CCTV Footage does not include lectures published through the University's learning system(s) or training purposes.

**CCTV System** means the CCTV system (including related components of the University's data network) employed by the University on its Sites or another secured location externally hosted, subscribed, or leased by the University from time to time. The CCTV System does not include infrastructure used by the University's learning systems.

**Crime Enforcement Authority** means the Queensland Police Service (QPS), the Australian Federal Police (AFP), the Crime & Corruption Commission (CCC) and any other public organisation, authority or agency entrusted with a law enforcement function.

**Element** includes Schools, Departments, Research Centres, Colleges, Institutes, other budget elements in which students are enrolled, as well as central administration and support units.

**Facilities Optimisation** means using CCTV for the primary purpose of monitoring traffic flow, utilisation of teaching and learning spaces so that the University's physical assets may be used in the most efficient and effective manner.

**Incident** means an event that constitutes, or that the Director, Campus Life believes may constitute or involve any element of, or evidence of the commission of a crime, misconduct, or disorder.

**Investigating Officer** means an Authorised Delegate or any other employee, consultant or agent of the University charged with conducting an Investigation.

**Investigation** means an investigation conducted by or on behalf of the University into a suspected crime, and incident of misconduct or disorder which has been conducted on a Site or Campus or which has impacted on the University's operations.

**Misconduct** means:

- Illegal activity;
- Irregular or unauthorised use, or substantial mismanagement, of University funds or resources;
- Conduct that causes a substantial risk to health or safety, or to the environment;
- Conduct which may be considered a public interest disclosure or a Corporations Act disclosure; or
- Includes any breach of the University's statutes, policies, or procedures.

**Site** includes any land or part thereof which for the time being is the property of the University or in its possession or under its control, together with any structure of any kind whether permanent or temporary on that land.

For advice and support contact [policy@griffith.edu.au](mailto:policy@griffith.edu.au) for Governance and Operational policy documents.

## 5.0 Information

Title	Closed Circuit Television and Surveillance Procedure
Document number	2023/0001019
Purpose	The purpose of this procedure is to operationalise the Facilities Management and Campus Access and Use Policy
Audience	Staff; Students; Public
Category	Operational
Subcategory	Campuses and Facilities
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 16: Peace, Justice and Strong Institutions
Approval date	January 2023
Effective date	January 2023
Review date	2025
Policy advisor	Director, Campus Life
Approving authority	Chief Operating Officer

## 6.0 Related Policy Documents and Supporting Documents

Legislation	<a href="#">Human Rights Act 2019</a> <a href="#">Information Privacy Act 2009</a> <a href="#">Invasion of Privacy Act 1971</a> <a href="#">Liquor Act 1992, Liquor Regulation 2002</a> <a href="#">Right to Information Act 2009</a>
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Transplantation and Anatomy Act 1979

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Policy [Facilities Management and Campus Access and Use Policy](#)

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Procedures N/A

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Local Protocol [Guidelines for the Use and Management of Closed Circuit Television \(CCTV\) Systems](#)

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Forms [CCTV Installation Request](#)  
[CCTV System Appraisal Form](#)  
[CCTV Risk Assessment Template](#)  
[CCTV Witnessed Commissioning Form](#)  
[CCTV Footage Retrieval Request Form](#)

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