

# Information Privacy Statement - Closed Circuit Television

## Introduction

Closed Circuit Television (CCTV) Systems must be operated with proper consideration to privacy and human rights. The Suburban Land Agency (SLA) recognises that the operation of CCTV systems and the use, collection and disclosure of CCTV footage will engage and may limit the right to privacy under section 12 of the *Human Rights Act 2004*. The use, collection and disclosure of SLA CCTV footage must be in accordance with relevant ACT legislation, including the *Information Privacy Act 2014*, *Workplace Privacy Act 2011* and *Territory Records Act 2002*.

In addition to the obligations placed on SLA by legislation, the operation and management of CCTV systems used by SLA is subject to the requirements of the [ACT Government Closed-Circuit Television Policy](#).

The ACT Government Closed-Circuit Television Policy provides that Directorates and Agencies must incorporate collection and management of CCTV into their privacy statement required under the *Information Privacy Act 2014*. The privacy statement must set out how the agency will manage personal information captured through CCTV and how it will notify a person that their personal information is being collected.

## Use of Closed-Circuit Television

This statement should be read in conjunction with the SLA Privacy Policy and Privacy Statement.

SLA installs and operates CCTV systems where necessary for, and directly related to, the functions and activities of the directorate, including:

- > to assist in the protection of SLA people, assets and infrastructure, which involves capturing footage of SLA based locations including offices, buildings, and facilities;
- > to support public safety and event monitoring; and
- > for crime deterrence, investigation and evidence to support criminal proceedings.

SLA CCTV systems are not used for the purpose of automated biometric verification or biometric identification.

## CCTV Register

Under section 6.3.1(a) of the ACT Government Closed-Circuit Television Policy, SLA is required to maintain and publish, as part of its Privacy Policy, a register of all applicable CCTV systems.

This register includes camera locations, purpose and if recorded information is disclosed to another entity, including the name of that entity. A copy of the SLA's Closed Circuit Television Register is at Attachment D of the SLA Privacy Policy.

## Collecting Information from CCTV Systems

Under the *Information Privacy Act 2014*, the SLA may collect personal information only if it is reasonably necessary for, or directly related to, one or more of the agency's functions or activities.

SLA collects CCTV footage to assist in the protection of its people, assets and infrastructure. SLA also collects CCTV footage to support public safety at our visitor centres, public spaces and events and for criminal investigation and prosecution.

## Notice of Collection

SLA will take reasonable steps to notify people when they are entering an area where CCTV systems are operating. This notification will normally occur using appropriate signage that will be prominently and clearly displayed.

The signage will include:

- > whether the recording of CCTV footage is continuous or limited; and either:
  - the purpose of the CCTV; or
  - information that enables a person to easily find out the purpose of the CCTV, for example a link to a website with relevant information, or to this privacy statement.

## Using and Disclosing CCTV Footage

All use and disclosure of personal information by the SLA, including CCTV footage, must comply with Territory Privacy Principles 5 and 6 in the *Information Privacy Act 2014*.

SLA may share footage that has been collected by CCTV systems to assist in the protection of the SLA's people, assets, and infrastructure.

SLA may proactively share CCTV footage with law enforcement agencies to support public safety monitoring and criminal investigations.

Where a law enforcement agency requires CCTV footage for a law enforcement matter, the request should be lodged to [SLALegalServices@act.gov.au](mailto:SLALegalServices@act.gov.au). If a request is received by any other officer or business unit, a copy of the request should be provided to [SLALegalServices@act.gov.au](mailto:SLALegalServices@act.gov.au) to ensure accurate records are retained of all information access requests.

SLA may disclose CCTV footage to other ACT Public Service entities in line with the SLA Privacy Policy and *Information Privacy Act 2014*.

Members of the public have the right to ask for access to personal information we hold about them. All requests for CCTV information should be emailed to [EPSDFOI@act.gov.au](mailto:EPSDFOI@act.gov.au).

## Storage and Security of CCTV Footage

Under the *Information Privacy Act 2014*, the SLA is required to take reasonable steps to ensure that the personal information we hold is safe and secure.

SLA operates CCTV systems in a manner that restricts viewing of footage to those with a need to know. CCTV footage is stored on secure hard drives and access is limited to SLA site managers, SLA Place Management team and the Digital Solutions team.

The *Territory Records Act 2002* also contains rules that we must follow for the storage, management and protection of the information, records and data that we hold. The retention and disposal of SLA CCTV footage is managed in accordance with the *Territory Records (Records Disposal Schedule – Security Coordination Records) Approval 2009 (No 1)*. The SLA destroys CCTV footage 30 days after it is captured.