



## CAMP GAN YISROEL NSW

Chabad Youth NSW

# CCTV Policy

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### Aim

To implement a mechanism which complies with the Australian Privacy Principles and can be used to help minimise or eliminate immediate risks to children, employees or visitors, or to support matters which may be investigated by the Police or Courts/Tribunals.

### Related Policies

- Record Keeping and Retention Policy

### Implementation

We may install CCTV cameras to help ensure the safety and security of children, employees and visitors. Surveillance footage may be used to minimise or eliminate immediate risks, or as evidence in any matter involving the Police or Courts/Tribunals.

If we install CCTV cameras, we will comply with privacy and other legislative requirements by notifying employees and families in writing at least 14 days before use:

- that CCTV cameras will be used for security and safety purposes
- when they will start recording
- whether they will record continuously or intermittently
- the period of surveillance (a specific period or ongoing)
- how long the footage will be kept
- who has access to the footage — employees or owners using it to ensure safety, the Police, legal representatives in a Court case, and employees or owners responsible for maintaining or deleting it
- when and how the footage will be deleted
- that they may consult with the Nominated Supervisor about the conduct of the surveillance

We will also:

- display signs at each entrance advising that CCTV cameras are in use and people may be recorded
- record vision but not sound
- ensure there is no external access to the footage (e.g. families cannot log in and view it)
- ensure there is no surveillance of adult or children's toilets, bathrooms, change rooms or lactation rooms (this does not prevent CCTV vision of the entrance/exit to these areas)

During the 14-day notice period, the Nominated Supervisor will consult in good faith with employees and families who raise issues, giving them a genuine opportunity to influence the conduct of the surveillance. Once CCTV is in operation, the Nominated Supervisor will provide new employees or families with a copy of this policy before they start at the service.



## Sources

- Education and Care Services National Regulation
- Surveillance Devices Act 1999
- Privacy Act 1988 (including the Australian Privacy Principles)

## Review

This policy will be reviewed annually. The review will be conducted by management, employees, families and interested parties.

**Last reviewed:** 1 June 2023

**Date for next review:** June 2026