

## Monash University Procedure

<b>Procedure Title</b>	Security Closed Circuit Television (CCTV) Procedures
<b>Parent Policy</b>	<a href="#">Security Closed Circuit Television (CCTV) Policy</a>
<b>Date Effective</b>	13 June 2017
<b>Review Date</b>	13 June 2020
<b>Procedure Owner</b>	Director Services, Buildings and Property Division
<b>Category</b>	Operational
<b>Version Number</b>	2.0
<b>Content Enquiries</b>	<a href="mailto:F-SPolicy@monash.edu">F-SPolicy@monash.edu</a>
<b>Scope</b>	<p>This policy applies to all staff and students of:</p> <ul style="list-style-type: none"> <li>• Monash University at the university's Australian campuses, Residences and off-campus facilities; and</li> <li>• - Monash College Pty Ltd business units at the university's Australian campuses.</li> </ul>
<b>Purpose</b>	This policy sets out a framework for the application of closed circuit television (CCTV) surveillance systems at Monash University properties.
<b>PROCEDURE STATEMENT</b>	

### Determining Requirement for Security CCTV

1. Prior to selecting, installing, maintaining and operating security CCTV equipment at or near university premises, consultation and prior approval of the university's security services must be sought to ensure a maximum benefit is attained. Where CCTV equipment is first being considered for the purposes of security in or near any university property the nearest campus security office or, where this is unclear, the university security advisory office must be contacted for advice.

**Responsibility**

Any person seeking to select, install, maintain or operate security CCTV equipment at or near university premises.

2. Campus security representatives will consult with the security systems manager to determine the most appropriate and effective security option and to ensure that all legal and organisational issues including equipment, network compatibility and suitable monitoring arrangements are handled in accordance with the university's standard.

**Responsibility**

Campus security representatives.

3. A total security solution will be developed and considered by the university security services in respect of any proposal for security CCTV.

**Responsibility**

University security services.

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### Authorised Security CCTV Users

1. To ensure effective operation, ethical use and legal compliance of all university security CCTV applications, approval must be sought from the university security systems coordinator before any staff member can become a security CCTV user/operator.  
**Responsibility**  
Any staff member wishing to become a security CCTV user/operator.
2. Staff approved to operate security CCTV equipment must undertake training and induction on the physical operation of the system and use of the recorded information particularly compliance with the various legislative requirements.  
**Responsibility**  
Any staff member approved to operate security CCTV equipment.
3. The relevant campus security supervisor will compile and maintain a local register of all CCTV systems installed on their campus. The register will contain a listing of authorised users other than security staff.  
**Responsibility**  
Campus security supervisor.
4. An updated local campus CCTV register is provided annually to the university's security systems manager who retains a central record of such documents.  
**Responsibility**  
Campus security supervisor.

### CCTV Information Protocols

1. Any information retrieved from CCTV cameras on campus must be logged and stored in a secure environment. Recorded images, videotapes and digital files remain the property of the University and are subject to the provisions of the Surveillance Devices Act 1999, the Information Privacy Act 2000 and the Copyright Act 1968 (Cwlth).  
**Responsibility**  
Any staff member approved to operate security CCTV equipment.
2. Viewing of recorded CCTV images must only be carried out by authorised university security staff, as viewing, copying or the provision of university recorded CCTV images/footage by or to others is prohibited except where permitted by law.  
**Responsibility**  
Any staff member approved to operate security CCTV equipment.
3. No recorded image or digital file is to be released to the police or any other party without the authority of the university security manager or delegate.  
**Responsibility**  
Any staff member approved to operate security CCTV equipment.

<b>Responsibility for implementation</b>	Executive Director, Buildings and Property Division
<b>Status</b>	Revised

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<b>Approval Body</b>	<p><b>Name:</b> Chief Operating Officer &amp; Vice-President</p> <p><b>Meeting:</b></p> <p><b>Date:</b> 13/06/2017</p> <p><b>Agenda item:</b></p>
<b>Definitions</b>	<p><b>Authorised User:</b> A person authorised by the university security systems coordinator (or their delegate) who has successfully completed university security CCTV training and is conversant with this policy and applicable legislation.</p> <p><b>Campus Security Representative:</b> A person/s delegated the responsibility for security on campus by the university (including authorised contractor).</p> <p><b>Campus Security Supervisor:</b> The person appointed by the university to that role.</p> <p><b>Closed Circuit Television (CCTV) System:</b> Any combination of cameras, lenses, video/digital recorders and/or accessories installed for the purpose of monitoring and/or recording visual activity.</p> <p><b>Security Advisory Office:</b> The university (organisational) security management unit.</p> <p><b>University Security Manager:</b> The person appointed by the university to that role.</p> <p><b>University Security Services:</b> The university appointed staff, including contractors, responsible for the delivery of security related services to the organisation.</p> <p><b>University Security Systems Manager:</b> The person appointed by the university to that role.</p>
<b>Legislation Mandating Compliance</b>	<p><a href="#">Surveillance Devices Act 1999</a></p> <p><a href="#">Information Privacy Act 2000</a></p> <p><a href="#">Copyright Act 1968</a></p>
<b>Related Policies</b>	<p><a href="#">Access Control (Electronic) Policy</a></p> <p><a href="#">Electronic Security Alarms Policy</a></p>
<b>Related Documents</b>	