

Monash University Procedure

Procedure Title	Surveillance Devices Procedures
Parent Policy	Surveillance Devices Policy
Date Effective	15-November-2016
Review Date	15-November-2019
Procedure Owner	Executive Director, Buildings and Property Division
Category	Operational
Version Number	
Content Enquiries	F-SPolicy@monash.edu
Scope	<p>This policy applies to all staff and students of:</p> <ul style="list-style-type: none"> • Monash University at the University's Australian campuses, residences and off-campus facilities; and • Monash College Pty Ltd business units at the University's Australian campuses.
Purpose	This policy sets out a framework for the use of surveillance devices by Monash University to support the safety and security of people and property in compliance with the Surveillance Devices Act 1999.
PROCEDURE STATEMENT	

1. Use of Surveillance Devices for Security Purposes

- 1.1. Prior to selecting, installing, maintaining and operating any security surveillance device at or near University premises or on University vehicles, consultation and prior approval from the University's Security Manager must be obtained to ensure the device/s are used lawfully and only for approved purposes.

Responsibility

Monash staff and students

Security and Parking

- 1.2. If the proposed security surveillance device involves the use of Closed Circuit Television then the University [Security Closed Circuit Television \(CCTV\) Procedure](#) should be followed to ensure that the devices are selected, installed, maintained and operated in compliance with the University policy and the law.

Responsibility

Monash staff and students. Authorised users

Security and Parking

- 1.3. Any proposal to use a security surveillance device covertly must be lawful and approved by the University's Chief Operating Officer & Senior Vice-President prior to use.

Monash University Procedure

Responsibility

Monash staff and students. Authorised users

Security and Parking

2. Use of Listening Devices

- 2.1. No person may knowingly install, use or maintain a listening device to overhear, record, monitor or listen to a private conversation to which the person is not a party, without the express or implied consent of each party to the conversation.
- 2.2. This section does not apply to the installation, use or maintenance of a listening device which is:
 - subject to a warrant or emergency authorisation granted under the provisions of the Surveillance Devices Act 1999; or
 - in accordance with a law; or
 - being used by a law enforcement officer in accordance with the Surveillance Devices Act 1999.

Responsibility

Monash staff and students

Security and Parking

3. Use of Surveillance Devices for Research Purposes

- 3.1. All human research activities involving Monash staff and/or students must be subjected to ethical review and monitoring by the Monash University Human Research Ethics Committee (MUHREC) or other Human Research Ethics Committee approved by the MUHREC for this purpose. This includes research on humans which might involve the use of a surveillance device.
- 3.2. All research proposals involving the use of a surveillance device on humans, submitted for review in accordance with section 3.1, must satisfactorily address all the requirements of the law including [Surveillance Devices Act 1999 \(Vic\)](#).

Responsibility

Monash researchers

- 3.3. The University's [Ethical Research and Approvals: Research involving Human Participants Procedures](#) should be followed to ensure that application for MUHREC approval is sought prior to research commencing.

Responsibility

Monash researchers

- 3.4. Prior to granting approval for the research to proceed, MUHREC will ensure that any proposal for research involving the use of surveillance devices with human subjects requires that the research be undertaken in accordance with the National Statement on the Ethical Conduct of Research involving Humans, which deals with the requirement for consent.

Responsibility

MUHREC

Monash University Procedure

- 3.5. Once HREC approval has been granted, researcher/s will conduct research involving the use of surveillance devices on humans consistent with the terms of the HREC approval.

Responsibility

Monash researchers

4. Use of Surveillance Devices for Teaching Purposes

- 4.1. Recording of University lectures on a regular basis is normally handled by Monash University Lectures Online. To use this service lecturers should follow the [Monash University Lectures Online Policy](#) and [Procedure](#).

Responsibility

Monash staff

- 4.2. Any use of surveillance devices to record lectures, tutorials, conferences, seminars, guest lectures, etc., outside the Monash University Lectures Online system must comply with each of the following:
- The surveillance devices must be used only for the purpose of recording the lecture, tutorial, conference, seminar or guest lecture.
 - The actual or implied consent for being recorded must be obtained in advance from the presenter and from all those present at the lecture, tutorial, conference, seminar or guest lecture whose image, voice or contribution to the session may be captured by the surveillance device.
 - Implied consent is considered to have been obtained if all those present are informed, either verbally or by the use of signage, that audio and/or visual recording may occur in the room in which they are located and informed of the purpose for which that recorded information will be used.
 - The data obtained from the use of a surveillance device may be used for the purpose for which it was originally intended and for which participants were advised and gave their consent (either actual or implied), or for a directly related secondary purpose.

Responsibility

Monash staff, students, visitors

5. Use of Surveillance Devices for Pedestrian Counting Purposes

If the use of an optical surveillance device is proposed for the counting of pedestrian traffic then the University [Security Closed Circuit Television \(CCTV\) Procedure](#) should be followed to ensure that the devices are selected, installed, maintained and operated in compliance with the University policy and the law.

Responsibility

Monash staff and students. Authorised users

Security and Parking

6. Use of Surveillance Devices for Any Other Purpose

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Surveillance and tracking devices may not be used for any purpose other than security, research or teaching as outlined above, except with the prior permission of the University's Chief Operating Officer & Senior Vice President.

Responsibility

Monash staff and students

Responsibility for implementation	Surveillance Devices Procedures
Status	Executive Director, Buildings and Property Division
Approval Body	Revised
Definitions	
Legislation Mandating Compliance	
Related Policies	
Related Documents	