

Monash University Policy

Policy Title	Security Closed Circuit Television (CCTV) Policy
Date Effective	13 June 2017
Review Date	13 June 2020
Policy Owner	Director Services, Buildings and Property Division
Category	Operational
Version Number	2.0
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 application of closed circuit television (CCTV) surveillance systems at Monash University properties.
POLICY STATEMENT	

Monash University seeks to protect people and assets in and around university property in the most effective manner possible including, where necessary, through the appropriate application of closed circuit television (CCTV) surveillance systems.

The primary security use of CCTV is to discourage and/or detect unlawful behaviour in and around university property thereby enhancing the safety and security of all people and property. Other applications and benefits of CCTV include traffic management and assisting some access control environments.

Only security CCTV equipment, applications and monitoring specifications which are included in the university's approved security CCTV standard (approved by the facilities and services division) shall be applied to university owned or occupied property. Appropriate standard operating procedures shall be applied to all security CCTV applications to ensure effective and ethical management of equipment and that the recorded information is appropriately maintained by authorised users. All security CCTV systems installed will comply with the following:

- All CCTV controls and recorders must be located in a secure area.
- Access to CCTV controllers and recorders shall be limited only to authorised user(s).
- All security CCTV equipment shall be integrated into the university's wider electronic security network to enable effective monitoring by the university's security services.

Supporting Procedures	Security Closed Circuit Television (CCTV) Procedures
Responsibility for implementation	Executive Director, Buildings and Property Division

Status	Revised
Approval Body	Name: Chief Operating Officer & Vice-President Meeting: n/a Date: 13/06/2017 Agenda item:
Endorsement Body	Name: Executive Director Buildings and Property Division Meeting: n/a Date: 23/03/2017 Agenda item: n/s
Definitions	<p>Authorised User: 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>Campus Security Representative: A person/s delegated the responsibility for security on campus by the university (including authorised contractor).</p> <p>Campus Security Supervisor: The person appointed by the university to that role.</p> <p>Closed Circuit Television (CCTV) System: Any combination of cameras, lenses, video/digital recorders and/or accessories installed for the purpose of monitoring and/or recording visual activity.</p> <p>Security Advisory Office: The university (organisational) security management unit.</p> <p>University Security Manager: The person appointed by the university to that role.</p> <p>University Security Services: The university appointed staff, including contractors, responsible for the delivery of security related services to the organisation.</p> <p>University Security Systems Manager: The person appointed by the university to that role.</p>
Legislation Mandating Compliance	Surveillance Devices Act 1999 Information Privacy Act 2000 Copyright Act 1968
Related Policies	Access Control (Electronic) Policy Electronic Security Alarms Policy
Related Documents	