

Monash University Policy

Policy Title	Surveillance Devices Policy
Date Effective	15-November-2016
Review Date	15-November-2019
Policy 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.
POLICY STATEMENT	

Monash University uses surveillance devices as required for security, parking management, teaching and research purposes.

The University seeks to ensure that the use of such devices is for the benefit of the University community and that any data obtained from surveillance devices is used lawfully and appropriately, with respect for personal privacy.

Supporting Procedures	Surveillance Devices Procedures
Responsibility for implementation	Executive Director, Buildings and Property Division
Status	Revised
Approval Body	<p>Name: Chief Operating Officer & Senior Vice-President</p> <p>Date: 15/11/16</p>
Endorsement Body	<p>Name: Buildings and Property Executive Committee</p> <p>Meeting: 2/16</p> <p>Date: 24/4/16</p> <p>Agenda item: 6.2</p>

Definitions	<p>Authorised User: A person authorised by the University Security Manager (or delegate) who has successfully completed University security CCTV training and is conversant with this policy and applicable legislation.</p> <p>Chief Operating Officer & Senior Vice President: 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>Data surveillance device: means any device capable of being used to record or monitor the input of information into or the output of information from a computer.</p> <p>Listening device: means a device capable of being used to overhear record, monitor or listen to a conversation or words spoken to or by any person in a conversation.</p> <p>Optical surveillance device: means a device capable of being used to record visually or observe any activity and includes CCTV.</p> <p>Private activity: An activity carried on in circumstances that may reasonably be taken to indicate that the parties to it desire it to be observed only by themselves, but does not include:</p> <ul style="list-style-type: none"> • An activity carried on outside a building; or • An activity carried on in any circumstances in which the parties to it ought reasonably to expect that it, may be observed by someone else. <p>Private conversation: means a conversation carried on in circumstances that may reasonably be taken to indicate that the parties to it desire it to be heard only by themselves, but does not include a conversation made in any circumstances in which the parties ought reasonably to expect that it may be overheard by someone else;</p> <p>Security and Parking: The University's security management unit and all personnel working within that unit.</p> <p>Security surveillance device: A surveillance device used or intended to be used to protect persons and or property on or near University premises.</p> <p>Surveillance device: A data surveillance device, a listening device, an optical surveillance device or a tracking device, or a device that is a combination of any two or more of these devices.</p> <p>Tracking device: means a device used to determine the geographic location of a person or object.</p> <p>University premises: Buildings, land and property owned, leased and or occupied by the University.</p> <p>University vehicles: Vehicles owned or leased by the University.</p> <p>University Security Manager: The person appointed by the University to that role.</p>
Legislation Mandating Compliance	<p>Surveillance Devices Act 1999</p> <p>Privacy and Data Protection Act 2014</p>
Related Policies	<p>Security Closed Circuit Television (CCTV) and Tracking Devices Policy and Procedures</p>
Related Documents	<p>N/A</p>