

1. Policy intent

The intent of this policy is to provide a framework for the use of safety and security cameras, on Council property and in private and public spaces, which involves the collection, storage, use or disclosure of personal information in accordance with the *Information Privacy Act 2009*.

2. Scope

This policy applies to all Council employees and contractors, as well as community groups or individuals who require permission from Council to install or use safety and security cameras

3. Background/supporting information

- 3.1 *Information Privacy Act 2009*
- 3.2 Information Privacy Principles
- 3.3 National Privacy Principles
- 3.4 *Public Records Act 2002*
- 3.5 Queensland State Archives General Retention and Disposal Schedule GRDS) 2016
- 3.6 Guideline - Camera Surveillance and Privacy, Office of the Information Commissioner, Queensland.

4. Policy statement

4.1 Purpose

- 4.1.1 The purpose for using safety and security cameras is to:
 - a. protect the safety of persons;
 - b. protect property;
 - c. inspect facilities or areas;
 - d. collect evidence for the investigation of criminal or regulatory offences, or for disciplinary proceedings;
 - e. provide footage for Council's promotional or marketing activities.

- 4.1.2 Safety and security cameras will only be used for the abovementioned purposes.

4.2 Information Privacy

- 4.2.1 The collection, storage, use and disclosure of safety and security camera footage will comply with the privacy obligations set out in the *Information Privacy Act 2009*.
- 4.2.2 The obligations include, but are not limited to:
 - a. informing people of the purpose and use of safety and security cameras through the placement of signage or public notices on Council's website;

- b. applying the privacy principles to footage containing personal information;
- c. protecting personal information against misuse, loss and unauthorised access, use and disclosure;
- d. keeping personal information for no longer than is necessary;
- e. using personal information only for the purpose it was intended.

4.3 Access to footage

- 4.3.1 Footage will be stored in a secure locked area.
- 4.3.2 Only authorised persons appointed by the Chief Executive Officer or delegate may access stored footage.
- 4.3.3 Footage containing personal information will be stored for a maximum of seven days unless required as evidence for the investigation of criminal or regulatory offences, or for disciplinary proceedings.
- 4.3.4 Footage containing personal information may be retained longer than seven days if the footage is edited or altered to make any personal information unidentifiable; for example, pixelating a person's face or a vehicle's number plate.
- 4.3.5 Footage not containing personal information may be retained for as long as the footage is required for operational purposes.

5. Responsibility

Council is responsible for the adoption, amendment and repeal of the Policy and the Chief Executive Officer is responsible for the development and amendment of any associated procedures relevant to the Policy.

6. Definitions

safety and security camera includes body worn video, closed circuit television (CCTV), temporary or fixed cameras (such as motion - activated cameras and number plate recognition cameras), mobile phone cameras, trail cameras and unmanned aerial vehicles (or drones).

footage includes video images, still photographs and audio recordings.

7. Review

It is the responsibility of the General Manager Organisational Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every three years or as required by Council.

This Policy is to remain in force until otherwise amended or repealed by resolution of Council.

This Policy repeals the former Tablelands Regional Council Policy titled "Management and Operation of Closed Circuit Television (CCTV) System" adopted 21 March 2013.

JUSTIN COMMONS
CHIEF EXECUTIVE OFFICER