



Policy Subject/Title: Closed Circuit Television (CCTV) Policy

Policy Number: C/033

Responsible Officer: Director Corporate and Community Services

Related Policies / Procedures: Information management policy

Authorised by: Somerset Regional Council

Authorised on: 23 May 2018 [Doc ID 1036271]

Amendments: 24 April 2019 [Doc ID 1109188]

1. OBJECTIVE

This policy guides the application and operation of Council's Closed Circuit Television (CCTV) system and the collection and management of associated personal information.

The CCTV system must be affordable for the community but provide an effective service.

2. BACKGROUND

Council strives to provide a safe and secure environment for residents, visitors and employees. In order to achieve this, Council has installed a number of cameras for security, public safety and crime prevention.

3. PURPOSE

Council understands that there are competing needs between the need for security and public safety and the right to privacy. This policy will seek to outline how information and images from CCTV will be collected, stored, retained, disclosed and disposed of.

The purpose of the CCTV Program is to:

- Identify, manage, deter and reduce criminal behaviour, particularly in respect of Council resources
- Provide police with appropriate evidence to prosecute criminal offences
- Provide information about weather events.

4. SCOPE

This policy applies to Council controlled CCTV within the Council local government area.

5. POLICY

Personal Information and Collection

1. Under the *Information Privacy Act 2009* (IPA), personal information is any information or opinion about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.

2. When the CCTV cameras record an image, they are recording personal information. Pursuant to the IPA, Council as a government body has to ensure that it complies with the Information Privacy Principles (IPP). In accordance with IPP 1-3, Council will only collect information where it is for a lawful purpose and it is relevant to the purpose of collection. Council will advise the public both on its website and on collection notices attached to and/or closely associated with the CCTV cameras, why it is collecting information and to whom it intends to provide the information to. For body-worn cameras and vehicle mounted cameras, the collection notices will be placed adjacent to the cameras.

3. Members of the public are able to access information about why information is being collected and who it is intended to disclose it to through the placement of collection notices at

the CCTV site. Each fixed CCTV site has been selected based on criteria that ensure collection of information is not unnecessarily intrusive and will best achieve the purpose of the collection. While fixed CCTV cameras are placed so as not to be unnecessarily intrusive, body cameras and vehicle cameras necessarily travel with relevant employees, partly for the protection of those employees.

4. The collection of any personal information will be undertaken by authorised personnel. These personnel will be engaged in monitoring the CCTV footage, and where required accessing and downloading personal information (ie video images). Footage from body and vehicle cameras will be collected by the officer in charge of the camera and will be held for no more than seven days unless there is written authorisation from the Chief Executive Officer or delegate to retrieve and retain specifically identified (by location, time and content) footage.

5. Council will make best endeavours to ensure the accuracy of the personal information with accurate meta data recorded with the footage where possible (including date and time).

Management of Personal Information

6. The Director Corporate and Community Services is responsible for the CCTV system. This includes the maintenance and operation of the CCTV system, compliance with this Policy and compliance with relevant legislation. This also includes the management of the people and software involved in the collection, storage, retention, disclosure and disposal of information. The Director Corporate and Community Services will take steps to ensure that all authorised persons dealing with personal information are trained or otherwise informed of their obligations under the relevant legislation.

Storage of Personal Information

7. IPP 4 requires Council to protect any personal information against: loss; unauthorised access, use, modification or disclosure; and any other misuse.

8. The information collected by the CCTV system is stored digitally and is stored as confidential. Any footage or information that is released will be stored in Council's Records Management system under a specified subject file path.

Retention of Personal Information

9. All fixed CCTV recordings, whether they contain personal information or not, will be retained by Council for a minimum of seven days. Footage from body and vehicle cameras will be automatically deleted after seven days (unless retrieved).

10. Any recordings or images downloaded from the CCTV system for disclosure will be retained for a minimum of seven (7) years.

Disposal of Personal Information

11. Any CCTV recordings that have not been downloaded and are subject to the seven days retention, will be automatically overwritten and the information will be consequently disposed.

12. Any recordings of images downloaded from the CCTV system and subsequently retained in Council's records management system, will be disposed of in accordance with Information Standard 40 – retention and disposal of public records.

Disclosure of Personal Information

13. Council will only disclose personal information in accordance with the purpose for which it was obtained.

14. Council may disclose personal information in the following circumstances:

- a) To the Queensland Police Service for law enforcement services
- b) Where required to or compelled by law
- c) Under an Information Privacy Act request
- d) Under a Right to Information request
- e) In case of emergency or serious threat to the life, health, safety or welfare of an individual or to the public, Council may provide CCTV footage which may include personal information to agencies other than the Queensland Police Services. Such agencies however will be limited to those agencies responding to or assisting with disaster management, such as the Queensland Fire and Rescue Service or the State Emergency Services.

15. Any authorised personnel requiring access to recover (whether that is to capture, copy or download) CCTV recordings will be required to obtain written approval from Council. In order to grant approval, the Director Corporate and Community Services must be satisfied that the appropriate documentation has been completed, that the request falls within the policy and that the disclosure or dealing will not be contrary to the IPA.

16. A record within Council's Records Management system will be kept of any disclosure that is made, including a copy of the document requesting disclosure and the disclosed images or recordings.

Affordable – effective asset management

17. The CCTV system will be a reactive system based on retrieval of historical imagery with no active overwatch of current images, video or other data.

18. No fixed new CCTV camera position is to be established without a Council resolution. Body cameras and vehicle cameras are only to be used by regulatory services officers.

Definitions

- Closed circuit television (CCTV) refers to the use of closed circuit television cameras to capture and transmit a signal to a specific place using a limited number of monitors. These monitors may be fixed or may be mobile.
- Council refers to the Somerset Regional Council.
- Emergency Service Providers refers to the Queensland Police Service, Queensland Fire and Rescue Service, Queensland Ambulance Service and the State Emergency Service.
- Employee refers to any employee, contractor, volunteer etc. of the Council.

6. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 23 May 2018 and amended on 24 April 2019.

A handwritten signature in black ink, consisting of a stylized initial 'A' followed by a long horizontal stroke.

Signed:

Date: 24/04/19