



## **CCTV Policy**

*The following policy statement with respect to CCTV in Altair should be read in conjunction with by-law 33.2 as part of by-law 33 – Security at Altair.*

The Owners Corporation has installed a system of Closed Circuit Television (CCTV) with the aim of enhancing safety for residents and the protection of property.

### **Regulation**

The Surveillance Devices Act 2007 (NSW) and Workplace Surveillance Act 2005 (NSW) regulates and allows for the collection of information for a lawful purpose which is directly related to a specific function or activity provided:

- the purposes are established for which the information is being collected
- the individuals are informed that the information is being collected
- the information is relevant to that purpose
- the information is only used for the purposes intended
- the name and address of the agency or persons collecting and holding the information is available
- information is protected, by taking such security safeguards as are reasonable in the circumstances, against loss, unauthorised access, use, modification or disclosure, and against all other misuse
- information is kept for no longer than is necessary for the purposes for which the information may lawfully be used
- information is disposed of securely and in accordance with any requirements for the retention and disposal of personal information
- the collection of the information does not intrude to an unreasonable extent on the personal affairs of any person

### **Purpose and Goal**

CCTV has been installed to enhance the safety and security for residents and the protection of property. The goal is to enhance feelings of well-being and security for all people by decreasing the likelihood of unauthorised persons entering the building or loitering around the premises, car parks or near entrances to the building. In addition, the goal is the protection of the common areas from unlawful activities and the intentional damage of property.

The specific purposes of CCTV monitoring are:

- obtain information about the activities of any unauthorised persons inside the building or car parks as may be deemed necessary
- obtain information about the activities of any unauthorised persons loitering outside and especially near or around entrances as may be deemed necessary
- following a reported criminal act or the attempt of a criminal act, assist in identifying the circumstances and any persons that might have been present

### **How does the CCTV System operate?**

The CCTV system is comprised of outdoor and indoor cameras, an electronic recording and playback unit, a monitor, a storage hard drive, and a USB output for memory keys.

Cameras are set to record video and not audio.

Cameras are placed for viewing common areas only. Private areas are masked where required to prevent recording of these areas as much as is practical.

Cameras operate 24/7. Recordings are stored on a hard drive. Information remains on the hard drive for a limited period when it is 'over-written' with more recent recordings. In busy periods storage time may be reduced.

Signage is placed at the entrances to communicate that CCTV is in operation.

### **How is footage retrieved?**

Following a written report of an incident to the Strata Manager and/or the Building Manager, the Strata Manager and/or the Building Manager will determine if any information should be retrieved. If they so decide then the relevant information will be transferred to a memory key as a more permanent record. No information or record is transferred to memory key of day-to-day monitoring other than specific information that may be pertinent to the reported incident. Such data may be surrendered to the Police but only on production of a relevant warrant.

### **How is the CCTV information protected?**

Access to the system is password protected. Access to the system is limited to

- the Building Manager
- the 'on-duty' concierge
- the security company managing and maintaining the system.

Except for authorised information being saved to memory key, all the information is automatically destroyed as the hard drive overwrites the recent footage.

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