

CLOSED CIRCUIT TELEVISION PRIVACY NOTICE

Narromine Shire Council uses closed circuit television (CCTV) systems to monitor and record activity in the following locations:

- Customer Service reception area at the Council Chambers, 124 Dandaloo Street, Narromine
- Customer Service reception area at the Customer Service and Payments Centre, 120 Dandaloo Street, Narromine
- Narromine Waste Depot
- Animal Shelter
- Narromine Sports Centre
- Remote locations throughout the Shire (known illegal dumping spots)

The purpose of this monitoring and recording is to provide a safe and secure working environment for Council staff and its customers. Cameras are only used in the areas listed in this Privacy Notice. These areas have been selected as they are considered to be the locations at which aggressive and unlawful behaviour is most likely to occur.

The purpose of the cameras is to discourage aggressive and unlawful behaviour and to increase the likelihood of apprehending offenders. Mobile surveillance cameras are also placed throughout the Shire as part of the process to reduce the extent of illegal dumping. Should an incident occur, the recordings will be provided as evidence to the police to assist them with their enquiries. The cameras and their recordings will not be used to monitor staff performance, but may be used to investigate allegations of serious misconduct by staff. Any serious indictable offences recorded will be brought to the attention of the NSW Police. Failure to do so is a criminal offence punishable by imprisonment.

The images recorded by the cameras are securely stored on hard drives for a maximum of 30 days, after which they are overwritten, unless required in relation to the investigation of crime or for court proceedings. Images may only be viewed by authorised staff. Copies of records will not be made unless they are relevant to the purpose of surveillance and records will not be made available for civil proceedings involving third parties except where required by law.

Circumstances under which recordings will be shown to a third party include:

- Unlawful act (police)
- Work, health and safety complaints (relevant judicial authority)
- When otherwise required by the law (eg court order etc)

Appropriate signage is installed on the external entry to the buildings and also on internal areas where the camera is to operate, advising that cameras are in operation, identifying Narromine Shire Council as the owner of the system and giving a telephone number and address should further information be required.

Inquiries in relation to Narromine Shire Council's CCTV cameras and their operation can be made in writing to:-

The General Manager
Narromine Shire Council
PO Box 115
NARROMINE NSW 2821

Cameras will not zoom in or pry into an individual's activities, or otherwise abuse the privacy of customers or staff.

In employing CCTV cameras at the listed locations and for the purpose stated, the Council will comply with all requirements of the following legislation:


- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002
- Government Information (Public Access) Act 2009
- Council's Privacy Management Plan
- Workplace Video Surveillance Act 2005

Subject to the legislative provisions, all requests for CCTV footage and police inquiries are to remain confidential.

In the event of a hard drive requiring to be accessed, it will be played on the unit to which it belongs and recorded to portable media such as a videotape or CD and provided to the police or other lawful authority for evidence. Any access to the recordings must be authorised by the General Manager, Narromine Shire Council.

Complaints about alleged violations of privacy can be made in writing to:-

Director of Compliance
(Investigations)
GPO Box 5218
SYDNEY NSW 2011



Jane Redden
GENERAL MANAGER

1 June 2017