



Staff Policy No. 8

Use of CCTV at ODPP

Aim

This policy details the collection and management of the closed-circuit television (**CCTV**) system used in and around the Office of the DPP (ODPP). The CCTV system is managed in accordance with the *Information Privacy Act 2014* (ACT) and Territory Privacy Principles.

Policy

PART A: Key Principles

The following key principles apply to the operation of ODPP CCTV system:

- (a) The CCTV system will be operated fairly, within the applicable law, and only for the purpose for which it is established.
- (b) The CCTV system will be operated with due regard to the privacy of staff, other building occupants and the public.
- (c) The ODPP CCTV system is primarily in place to protect the business unit's people, infrastructure, and asset monitoring and security.
- (d) Regular monitoring, evaluation and auditing of the CCTV system will be undertaken to identify whether the purposes of the system are being complied with and objectives are being achieved.
- (e) Access to the monitoring of CCTV and the recordings of the CCTV will be restricted to operating staff and their supervisors.
- (f) Training will be provided to all employees responsible for the operation of the CCTV system.
- (g) Information recorded will be accurate, relevant, and not exceed that necessary to fulfil the purposes of the CCTV system.
- (h) Information will be obtained fairly and in accordance with the privacy provisions of in the *Information Privacy Act 2014* (ACT) and the Territory Privacy Principles.

- (i) The retention of, and access to, images and recorded material will be only for the purposes provided by this policy.

Part B: System Use

All cameras are constantly operating, and all images are automatically recorded and saved.

The system is to be used to:

- Improve general security monitoring in the ODPP and in the precincts, both in terms of personal security and security of premises.
- Improve response to security incidents.
- Detect, prevent or reduce the incidence of trespass, property crime and offences against a person.
- Prevent and respond effectively to all forms of harassment and public disorder.
- Investigate incidents.

Any use of the CCTV system or materials produced which is frivolous, or for private purposes, or is otherwise inconsistent with the objectives and procedures outlined within this policy is not permitted and will be considered misconduct. Any ODPP staff member involved in incidents of this type will face appropriate disciplinary action.

Part C: Data Protection - Privacy

All information collected using the CCTV system, including images, is to be managed in accordance with the provisions of the *Information Privacy Act 2014* (ACT) and the Territory Privacy Principles.

The ODPP CCTV records will be managed in accordance with the *Territory Records Act 2002* (ACT) and Staff Policy 13 Records, Information and Data Management Program.

The ODPP will maintain a register of all CCTV systems under its control. The register will comply with the requirements in point 6.3 of the Closed-Circuit Television Policy ACT Government - 22 June 2022.

All persons involved in the operation of the system and/or viewing of images are to strictly adhere to the key principles set out in Part A of this policy.

Recorded Material

Where appropriate, the AFP will be asked to investigate any matter recorded by the CCTV system which is deemed to be of a criminal nature.

The Director will decide the nature of the incidents to be reported to the AFP. The ODPP shall log all such incidents. The decision as to what level of response is deployed is a matter entirely for the AFP.

The AFP may be given access to data recordings, where access to and/or copies of data is necessary for the investigation and detection of an offence or offences, or for the prevention of crime

Still images from recordings will only be taken at the direction of the Director. Still images

can only be requested where they are required for the investigation of an incident, a possible crime or administration of security at ODPP.

Access to and use of recorded material is only to occur as permitted by this policy or as required by law.

Ownership and copyright of all recorded material rests with ODPP on behalf of the ACT.

Part D: Public Information

Appropriate advice under the *Information Privacy Act 2014* will be given to members of the public of the operation of the system. The advice will allow people entering ODPP to be made aware that CCTV systems operate within the building and precincts.

Part E: Complaints

Complaints regarding the CCTV system and its operation should be made in writing to the Office Manager.

Email: feedbackactdpp@act.gov.au

Telephone: 02 6207 5399

Post: Office of the Director of Public Prosecutions

GPO Box 595

CANBERRA ACT 2601

Legislation/Related Policies

- *Information Privacy Act 2014* (ACT)
- *Territory Records Act 2022* (ACT)
- *Workplace Privacy Act 2011* (ACT)
- Closed-Circuit Television Policy ACT Government - 22 June 2022
- Staff Policy No 17 Privacy Policy
- Staff Policy 13 Records, Information and Data Management Program

Shane Drumgold SC

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