

Workplace Surveillance Policy

1. Purpose

Inala Community House (ICH) is committed to ensuring the security and protection of workers, service users, visitors and property by having surveillance systems in place.

ICH aims to ensure that surveillance activities are transparent, lawful and appropriate. This policy outlines the surveillance systems in place, how and why surveillance is used. This policy also intends to ensure that the organisation is compliant with its obligations under any applicable legislation.

2. Scope

This policy applies to all people who carry out work on behalf of ICH, use ICH property or equipment or attend ICH property. This includes employees, Board members, volunteers, students, trainees and contractors. For the purposes of this policy, these persons shall be called workers.

This policy applies to computer, video, vehicle and tracking surveillance activities carried out by ICH.

3. Definitions

Workplace: A place where work is carried out, this includes both onsite and offsite work. A vehicle is also a workplace. It includes any place where a worker goes or is likely to be while at work.

Covert Surveillances: Surveillance which is carried out by ICH without the knowledge or consent of employees.

4. Policy

ICH carries out a range of surveillance activities which seek to ensure the safety and security of people, equipment and property.

ICH will not carry out surveillance which is prohibited by any applicable legislation.

4.1 Camera Surveillance

ICH has overt camera surveillance of its operations and equipment. This camera surveillance is carried out for the purpose of ensuring the security of the workplace, equipment and persons in the workplace.

Cameras may be located internally and externally. ICH will not undertake camera surveillance in bathrooms or toilets.

Camera surveillance may be used to investigate any instances that in the reasonable opinion of ICH warrant investigation, including, but not limited to assault, theft or damage to property.

Cameras are clearly visible and signs are displayed notifying people that they may be under camera surveillance at entrances to workplaces that are under camera surveillance. Such camera surveillance is intermittent and ongoing.

Camera surveillance images are recorded and stored in a secure location by ICH and may be accessed by authorised people at a later date.

4.2 Technology

The use and operation of ICH technology (including both hardware and software) is outlined within the ICH *Information Technology Policy*. In accordance with this policy, ICH has the ability to monitor the use and operation of ICH resources. ICH may conduct forensic computer examinations randomly or in the event of a suspected breach of policy.

Computer surveillance involves accessing computers, external hard drives, databases, data storage devices, any other hardware, software, email or internet systems. This surveillance is used to investigate any inappropriate use of resources such as suspected breaches of the law, cyber bullying, theft or misconduct.

4.3 Vehicles and Tracking Surveillance

ICH vehicles and some equipment are installed with a tracking device (i.e. a Global Positioning System) which records the geographical location or movement of the vehicle or equipment.

Some equipment which has GPS or other tracking installed includes:

- Mobiles
- Laptops
- Vehicles
- Duress alarms

In an emergency, duress alarms may also record audio for a limited period of time for the purpose of ascertaining the situation and any possible risks.

Tracking surveillance of ICH vehicles and equipment is intermittent and ongoing.

4.4 Use of Surveillance

ICH will not use or disclose surveillance other than to provide information to a law enforcement agency in relation to criminal or civil proceedings, for a legitimate purpose related to a workers' employment or engagement (including health and safety, performance and compliance), to enforce terms and conditions (e.g. for hall hirers) or when ICH

reasonably believes that there is an imminent risk of substantial damage to property or serious violence to any person.

ICH reserves the right to extend the application of this policy from time to time at its absolute discretion in accordance with any applicable legislation.

4.5 Notification

ICH will notify all relevant workers of this policy in accordance with applicable legislation. This may include providing access to this policy through email, hard copy or by referral to the ICH Portal.

Any changes to this policy or to the nature of any surveillance (including the location and number of any cameras) will be notified to employees by email prior to when the change takes effect.

4.6 Covert Surveillance

ICH may from time to time obtain a covert surveillance authority in accordance with any applicable legislation to carry out covert surveillance. This is usually carried out for the purpose of assisting ICH in an external investigation into possible breaches of the law.

4.7 Breaches of this Policy

Breaches of this policy may result in disciplinary action up to and including termination from ICH.

Any suspected breaches of this policy should be immediately reported to the Chief Executive Officer.

5. Review

This policy shall be reviewed every 3 years.

This policy remains in effect unless otherwise determined by resolution of the Board of Directors.

6. Related Documents

Policies

ICH Code of Conduct Policy
ICH Information Technology Policy
ICH Use of Recording Devices Policy
ICH Performance Counselling and Discipline Policy
ICH Ending Employment Policy

Legislation

Criminal Code, Section 227A