

# Procedures & Principles

Part B: Surveillance Cameras

Number: OP- 07/19 (old number EXC-13/07)

**Policy Manager:** Facilities Manager  
**Category:** Facilities Management  
**Authorised by** Chief Executive

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## Surveillance Cameras

### 1. Definitions

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**Overt surveillance cameras:** Cameras which are visible

**Covert surveillance cameras:** Cameras which are concealed or disguised as other objects

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### 2. Overt Surveillance Cameras

- 2.1 Signs at the Wintec entrance gates and in buildings where overt cameras are located, advise that surveillance cameras are in operation.
- 2.2 Cameras are not to be installed in private places such as toilets or where clothing is removed.
- 2.3 Voice recordings are not to be made.
- 2.4 Overt cameras and surveillance systems are purchased and installed only in consultation with the Security Team Leader and authorised by the Facilities Manager.

### 3. Covert Surveillance Cameras

- 3.1 Covert cameras are used only for the investigation of a specific incident or offence, under the direct supervision of the Security Team Leader. The Security Team Leader must record in writing the reason for the investigation and use of covert cameras, with a copy sent to the Facilities Manager.
- 3.2 Covert cameras and surveillance systems are purchased and installed only in consultation with the Security Team Leader and authorised by the Facilities Manager.
- 3.3 The period of surveillance is limited by the needs of the investigation. For example, if an incident is occurring at lunchtime, the surveillance should only operate at lunchtime.
- 3.4 Covert cameras are not to be installed in private places such as toilets and areas where clothing is removed.

### 4.0 Saved Data / Recordings

- 4.1 Unless required for evidential purposes, saved data (i.e. camera recordings) are to remain on NVR, DVR or Network in the K:/ADCOM drive of the Campus Security Team, until dropped out by the system.

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- 4.2 Saved data / recordings may be viewed only by relevant parties in the presence of the Security Team Leader or other representatives approved by the Security Team Leader, on a strictly confidential basis. In this context, “relevant parties” is determined by the overriding principle of “essential involvement”. That is, as few people as is reasonably practical in the circumstances should view any saved data / recordings.
- 4.3 Subject to clauses 4.1 and 4.2, the contents of saved data / recordings can be disclosed only to other relevant parties in order to progress an investigation.

## 5.0 Measurements of success

- 5.1 The privacy of individuals is not impinged at any time, in line with the provisions of the Privacy Act, 1993.
- 5.2 The perception of safety and security for campus-users increases, and the number of incidents related to safety and security decreases.
- 5.3 Wintec’s ability to support and/or investigate specific investigations / incidents continues to improve.

## 6.0 Records Management

In line with the Public Records Act 2005, Wintec is required to provide a records management programme to ensure that authentic, reliable and usable records are created, captured and managed to a standard of best practice and to meet business and legislative requirements. All records relevant to a specific policy need to be listed in every policy in the following format:

Record	Minimum retention period	Disposal Action
Camera recordings	28 days	Self deletes