



## Workplace Camera Surveillance and Electronic Monitoring Policy

This Workplace Camera Surveillance and Electronic Monitoring Policy applies to all Employees of the business.

The objective of the policy is to establish procedures for the use of camera surveillance and electronic monitoring systems in the workplace.

The requirement is for all staff to comply with the Workplace Camera Surveillance and Electronic Monitoring Policy.

Procedures (not required)

## Purpose

The purpose of this policy is to establish guidelines and procedures for the use of camera surveillance and electronic monitoring systems, such as GPS tracking, email monitoring, and chat monitoring, within Sydney Drafting Concepts and Designs. This policy aims to balance the legitimate business interests of the company, including the protection of property, assets, and employee safety, with the privacy rights of employees and contractors, in compliance with relevant Australian legislation, regulations, and industry standards.

## Objective

The objectives of the policy are:

- To ensure that all employees and contractors are aware of the company's use of camera surveillance and electronic monitoring systems and their rights and responsibilities in relation to these systems.
- To implement camera surveillance and electronic monitoring systems in a transparent, fair, and lawful manner, with due consideration for employee and contractor privacy.
- To establish clear procedures for the installation, operation, and maintenance of camera surveillance and electronic monitoring systems, as well as the storage, access, and disclosure of surveillance data.
- To ensure that the use of camera surveillance and electronic monitoring systems complies with all relevant Australian legislation, regulations, and industry standards, including the *Privacy Act 1988 (Cth)* and the *Workplace Surveillance Act 2005 (NSW)*.

## Policy Requirements

To achieve the objectives outlined in this Workplace Camera Surveillance and Electronic Monitoring Policy, the following requirements must be met:

- **Notice of Surveillance and Monitoring:** Sydney Drafting Concepts and Designs will provide clear and conspicuous notice to all employees and contractors of the use of camera surveillance and electronic monitoring systems. This notice will include the types of surveillance and monitoring systems in use, the purposes for which they are used, and the circumstances under which surveillance data may be accessed or disclosed.
- **Lawful Use of Surveillance and Monitoring Systems:** Camera surveillance and electronic monitoring systems will only be used for legitimate business purposes, such as the protection of property and assets, employee safety, and the prevention of misconduct or illegal activities. Sydney Drafting Concepts and Designs will not use these systems to monitor employees and contractors for purposes unrelated to their work or in violation of their privacy rights.



- **Data Security and Access Controls:** Surveillance data will be stored securely, with access restricted to authorised personnel only. Data will only be accessed or disclosed in accordance with the company's data access and disclosure procedures and in compliance with relevant Australian legislation and regulations.
- **Retention and Disposal of Surveillance Data:** Surveillance data will be retained for a period necessary to achieve the legitimate business purposes for which it was collected, or as required by law. Once the retention period has expired, the data will be securely disposed of in accordance with the company's data disposal procedures.
- **Policy Review and Evaluation:** This Workplace Camera Surveillance and Electronic Monitoring Policy will be reviewed at least annually or following significant changes to relevant legislation, regulations, or industry standards. Regular audits will be conducted to ensure ongoing compliance with this policy and to identify areas for improvement.

By implementing and adhering to this Workplace Camera Surveillance and Electronic Monitoring Policy, Sydney Drafting Concepts and Designs demonstrates its commitment to maintaining a safe and secure work environment, while respecting the privacy rights of its employees and contractors and fulfilling its legal and ethical obligations related to workplace surveillance and monitoring.

The Director is responsible for communicating the Workplace Camera Surveillance and Electronic Monitoring Policy to all persons working for or on behalf of the organisation and making it available to interested parties.