CCTV COLLECTION NOTICE

The University of Sydney ("the University", "we") operates a closed circuit television (CCTV) system that includes cameras that are fixed at various locations around our campuses and an automated security robot.

Fixed CCTV cameras are in use twenty-four (24) hours a day, seven days a week. The University's automated security robot is used intermittently.

1. WHY DO WE COLLECT PERSONAL INFORMATION?

The University collects personal information through the CCTV system:

(a) to facilitate the safety and security of the University and the people accessing its lands and facilities;

(b) to minimise risk of access by unauthorised persons;

(c) for analytical purposes, to:

> (i) map and record trends that occur; and

> (ii) plan and distribute resources;

(d) for recording details of access to premises, including:

> (i) the identity of individuals; and

> (ii) time of access;

(e) for investigative or legal purposes, including for investigations in accordance with its Rules, policies and procedures; and

(f) for planning, prevention, response or recovery from a serious incident or crisis.

All University policy documents are available to the public at: sydney.edu.au/policies

2. WHAT KIND OF PERSONAL INFORMATION DOES THE UNIVERSITY COLLECT?

If you enter a University campus, personal information, your image, will be captured by our CCTV cameras. If you enter a University campus by car, the personal information collected includes your car registration.

Registration numbers of vehicles entering University campuses will be linked to individuals in the University's parking management system, arrangements with contractors or to external government agencies.

The University collects images only, except in the case of cameras in the control room which record both images and sound.

3. WHO HAS ACCESS TO THIS PERSONAL INFORMATION?

The CCTV vision can be accessed by authorised users, including Campus Security Unit staff and security contractors providing services to the University. Such access is managed in accordance with the University's *CCTV Procedures 2019*. Other requests for access are managed in accordance with the *Privacy Procedures 2018.*

You have the right to seek to access your personal information, please email the University'

privacy officers at privacy.enquiries@sydney.edu.au or visit the Privacy at the University page for further information.

4. DOES THE UNIVERSITY SHARE THE PERSONAL INFORMATION WITH OTHER ORGANISATIONS?

Disclosure of CCTV vision outside the University is in accordance with the University's *Privacy Policy 2017* and *Privacy Procedures 2018.* Your personal information can only be disclosed outside the University with your consent or if the disclosure is required or authorised by law. NSW privacy law provides the University with discretion to provide personal information to law enforcement agencies without the need for a warrant. The *Privacy Procedures 2018* sets out how the University exercises this discretion.

5. SECURITY AND RETENTION OF PERSONAL INFORMATION

We use reasonable security safeguards to protect your personal information from unauthorised access, use or disclosure. CCTV vision is maintained on systems that are password protected and access to which is logged. The University will retain CCTV vision for thirty (30) days. After that period CCTV vision is automatically deleted unless there has been a valid request from a law enforcement agency, a copy is required for a University investigative function or, if you have requested access to your personal information contained in any CCTV vision.

6. COMPLAINTS OR CONCERNS

Privacy complaints or concerns should be addressed to privacy.enquiries@sydney.edu.au. Other matters may be raised with the University's Campus Security Unit: campus.security@sydney.edu.au.

7. ADDITIONAL INFORMATION

The Privacy at the University page includes links to relevant legislation and University policies and procedures.

University Security Services Standard