

Workplace Surveillance Policy

90.1 NBC FM requires the use of surveillance in the workplace which may include cameras, computer and/or tracking surveillance. Our customers and their work sites may also have various forms of surveillance in place.

90.1 NBC FM will administer this policy in accordance with the Workplace Surveillance Act 2005 (NSW) and other appropriate legislation as amended from time to time.

For existing employees/volunteers, this policy will take effect 14 days after the date of implementation. Any new employees/volunteers commencing after this date, accept employment consenting to 90.1 NBC FM conducting surveillance in accordance with this Policy.

Definitions

‘Camera’ includes any electronic device capable of monitoring or recording visual images of activities on the premises or in any other place.

‘Covert Surveillance’ means surveillance of an employee/volunteer while at work for an employer carried out or caused to be carried out by the employer and not carried out in compliance with the requirements of Part 2 of the Act.

‘Surveillance’ of an employee/volunteer means surveillance of an employee/volunteer by any of the following means:

- **Camera surveillance** – this is surveillance by means of a camera that monitors or records visual images or activities on premises or in any other place.
- **Computer surveillance** – this is surveillance by means of software or other equipment that monitors or records the information or input or output, or other use of a computer (including the sending and receipt of emails and accessing of internet websites).
- **Tracking surveillance** – this is surveillance by means of an electronic device, the primary purpose of which is to monitor or record geographical location or movement, such as Global Positioning System (GPS) and/or the mobile/satellite telephone network tracking devices.

‘The Act’ refers to the Workplace Surveillance Act 2005 (NSW)

‘Workplace’ means premises or any other place, where employees/volunteers work, or any part of such premises or place. This includes company vehicles where GPS and/or mobile/satellite phone tracking is used.

Type of Surveillance

90.1 NBC FM will use camera, computer and tracking surveillance which will be continuous.

Cameras used for surveillance will be clearly visible in the place where surveillance is taking place. Signs located within each site/location will identify the areas affected by continuous camera surveillance and will be clearly visible at each entrance to that site or location.

A notice will be made clearly visible on the vehicle that is being tracked, indicating that the vehicle is subject of tracking surveillance.

Subject: Workplace Surveillance Policy		Approved By: Paul McGrath	Form: 5.10
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Computer surveillance does not cover normal business practices such as back-up of hard drives, network performance monitoring, computer asset tracking, computer asset management or the normal saving of documents. These are not normally considered to be 'surveillance' activities. However, the back-ups may be used to facilitate the reading of emails and history depending upon the requirements of any particular investigation at the time.

Covert surveillance may be used for a specific limited period of deemed necessary depending upon specific requirements of evidence of dishonest behaviour and 90.1 NBC FM will adhere to the requirements of the Act prior to performing such surveillance.

Prohibited/Restricted Surveillance

Surveillance will not be used in a change room, toilet facility, shower or bathing facility at the workplace.

Any computer surveillance will not block access to emails or internet sites because the content relates to industrial matters.

What the Surveillance Records Will Be Used For

We may use and disclose the surveillance records where that use or disclosure is:

- For a purpose related to the employment of employees/volunteers or related to 90.1 NBC FM business activities
- To a law enforcement agency in connection with an offence
- In connection with legal proceedings
- As reasonably believed to be necessary to avert an imminent threat of serious violence or substantial damage to property

Examples of instances in which use or disclosure of surveillance records might include (but are not limited to), if there is an assault or suspected assault of a person, suspected theft of 90.1 NBC FM property or damage to 90.1 NBC FM equipment or facilities.

Records will be stored at a safe location for a period of time deemed fit by management, after which time they will be destroyed in an appropriate manner.

Acknowledgement

I acknowledge and give 90.1 NBC FM express consent to conduct surveillance as outlined in this policy.

Print Name: _____

Signature: _____

Date: _____

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