

Surveillance Policy

Purpose

The purpose of this policy is to ensure all individuals are aware of the guidelines surrounding the security cameras, footage captured and recording of phone calls inbound and outbound at Australian Paramedical College (APC).

Use of Video Surveillance Equipment

Any use of video recording equipment must conform to state and federal laws and be managed in a professional, ethical manner. Video surveillance of public areas for security purposes is limited to uses that do not violate the reasonable expectations to privacy as defined by law.

Security cameras are positioned throughout the building to monitor the health, welfare and safety of all staff, students and visitors and to safeguard APC facilities and equipment. Video cameras may be placed in locations as deemed appropriate by APC's management.

Camera surveillance images are recorded and stored in a secure location by APC and may be accessed by APC authorised representatives for the purpose of reviewing incidents involving students, staff, visitors or any other individual.

Any surveillance records made as a result of the surveillance will not be used or disclosed unless:

- They are required to be presented to law enforcement agencies or regulators;
- They relate to civil or criminal proceedings;
- It is necessary in order to avert an imminent threat, serious violence to persons or substantial damage to property.

Recording of Phone Calls

All inbound and outbound calls are recorded for training and quality assurance purposes and are in accordance with the *Telecommunications Interception and Access Act 1979 (the TIA Act)* and *Privacy Act 1988*. All individuals are advised at commencement that the call will be recorded. If an individual requests for the call not to be recorded for any reason, APC will action this request.



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Recordings will not be shared with any third party outside of APC unless:

- They are required to be presented to law enforcement agencies or regulators;
- They relate to civil or criminal proceedings;
- It is necessary in order to avert an imminent threat, serious violence to persons or substantial damage to property.

All phone and video surveillance recordings are securely stored within APC's systems and remain confidential.

For any additional information surrounding privacy, please refer to APC's Privacy Policy located on the website or upon request.

If you have any questions, please email compliance@apcollege.edu.au