

Pol_349	<h2 style="margin: 0;">Workplace Surveillance</h2>
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Life Choice will adhere to the Invasion of Privacy Act (Qld) 1971 when conducting any form of workplace surveillance, including computer, tracking and camera surveillance. Life Choice will only monitor the workplace for the exclusive purposes of; protecting property, monitoring employee performance and ensuring employee health and safety.

The purpose of this policy is to ensure there is transparency between Life Choice and all employees in relation to surveillance in the workplace. Life Choice will balance the reasonable expectations of employees to have privacy in the workplace with the need to monitor the workplace.

Record of policy development		
Version	Date approved	Date for review
2022/1	September 2022	September 2024

Responsibilities and delegations	
This policy applies to	Board/staff/volunteers
Policy approval	Quality & Risk Committee

Policy context – this policy relates to:	
Standards	<u>NDIS Practice Standards and Quality Indicators 2018</u>
Legislation	<i>Privacy Act 1998</i> Invasion of Privacy Act (Qld) 1971
Organisation policies	Privacy Policy Code of Conduct
Forms, record keeping, other documents	Confidentiality Agreement Consent form Code of Conduct

Definitions

Surveillance: is any monitoring of an employee by camera, computer or tracking.

Camera surveillance: is surveillance by means of camera that monitors or records visual images of activities on premises or in any other place.

Computer surveillance: is surveillance by means of software or other equipment that monitors or records.

Tracking surveillance: is surveillance by means of an electronic device the primary purpose of which is to monitor or record geographical location or movement (such as GPS).

Principles:

In relation to using surveillance mechanisms within the workplace, Life Choice will:

- notify all existing employees, participants and new employees prior to their start date, if surveillance mechanisms are used or are being introduced;
- ensure that notification meets the minimum days' requirement notice period stated in Queensland legislation before surveillance mechanisms are introduced, except if the surveillance is for a purpose other than staff surveillance, such as security;
- ensure all CCTV cameras that are used in the workplace are clearly visible;
- not use 'optical surveillance', 'computer surveillance' and 'tracking surveillance' in change rooms, bathrooms, showers, toilets, or to conduct surveillance of an employee outside of work; and
- ensure that if Life Choice undertakes camera surveillance, it will have visible signs indicating that participants and employees may be under camera surveillance at the entrance.

Surveillance records:

Any surveillance records obtained will not be used or disclosed, except when they serve a relevant purpose. Refer to relevant Queensland legislation for when surveillance records can be disclosed.

Relevant purpose disclosures may include:

- disclosing surveillance records to a law enforcement agency for use in connection with the detection, investigation or prosecution of an offence;
- use or disclosure for a purpose that is directly or indirectly related to the taking of civil or criminal proceedings; and
- disclosure that is necessary to mitigate an imminent threat of serious violence to persons or of substantial damage to property.

Privacy considerations:

Personal information which is collected by surveillance will be protected by the *Privacy Act 1998*.

Procedures

The surveillance carried out at Life Choice includes:

- Camera surveillance
- Monitoring internet usage
- Access to files

End of document
