



<b>WORKPLACE SURVEILLANCE POLICY</b>		Document #	Level: Tier 1
Effective Date: 1 September 2018	Revision # V1	Prepared By: GRC Manager	Date Prepared: 13 July 2017
Compliance: Privacy Act 1988 (Cth) Telecommunications (Interception and Access) Act 1979 (Cth) Listening Devices Act 1991 (Tas)		Reviewed By: PR&CM Committee	Date Reviewed: 6 August 2018

### Purpose

The Archdiocese of Hobart ('Archdiocese') acknowledges that surveillance occurs in our work environment.

Surveillance is conducted to protect assets, information management, organisational and individual privacy, technologies and ensure the safety and security of all persons.

The purpose of this policy is to inform workers, visitors and other stakeholders about the nature of the surveillance and how it occurs.

### Scope of Application

This policy applies to the Archdiocese and its agencies including: Archbishop's Office, Parishes, Church Office, CatholicCare Tasmania, Centacare Evolve Housing, Catholic Education Tasmania and the Catholic Development Fund.

This policy may also be used to apply to bodies or committees associated with any of the above agencies, established to progress initiatives under the auspices of the Archdiocese.

### Policy

Surveillance technologies includes: optical, tracking and data surveillance devices. For example, Closed-Circuit Television (CCTV), computer and mobile device usage and software, emails, web access, mobile phone usage, biometrics and vehicle tracking devices.

Surveillance measures must ensure that:

- Where possible, CCTV must have signage and be communicated to workers and visitors
- All surveillance must be carried out in accordance with respective Agency policies, such as computer usage, communicated to workers and agreement sought and given
- Prior to the implementation of new surveillance forms, workers must be consulted and informed of the changes.

The Archdiocese reserves the right to utilise reasonable surveillance gathered and search measures in the event of an incident and/or unlawful activity. In the event of an investigation surveillance materials will be used in accordance with legislation and provided to the appropriate authorities.

In accordance with legislation, a conversation using a listening device can only be recorded with the consent of the participants in the conversation.

To protect privacy and confidentiality, access to surveillance systems is only provided to the appropriate persons to monitor and maintain systems.

Worker's expectation of reasonable privacy such as toileting is respected with regards to surveillance.

## Definitions

**CCTV:** Closed-Circuit Television. This is the use of video camera to transmit an image on a limited set of monitors, camera allow the images to be recorded.

**Listening Device:** any instrument, apparatus, equipment or device capable of recording or listening to a private conversation. For example, mobile phones, tablets, voice recorders and audio bug surveillance devices.

**Surveillance:** means using a surveillance device which can be optical surveillance, tracking or through data surveillance devices.

**Worker:** For the purposes of this policy the term "worker" is inclusive of anyone who is acting in support of the Mission of the Archdiocese and is in line with the definition of the term in the *Work Health and Safety Act 2012*.

## Related Documents

Privacy Policy

## Changes to this policy

The Archdiocese will review this policy from time to time and updates are available on the website.

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## Policy approved by:

Most Rev Julian Porteous, Archbishop of Hobart,

11 August 2018