

1 PURPOSE

The purpose of this policy is to ensure how City of Darwin owned Closed Circuit Television (CCTV) camera systems are compliant with relevant statutory requirements and best practice to enhance community trust and confidence.

The objectives of this policy are to:

- establish and implement key requirements regarding the operation of CCTV systems
- promote awareness of City of Darwin's use of CCTV
- ensure the operation of CCTV is in accordance with relevant legislation, including privacy requirements

2 SCOPE

This policy applies to external and internal CCTV systems owned by City of Darwin.

This policy applies to all City of Darwin Elected Members, staff and contractors who have the responsibility for the implementation, monitoring, access, disclosure and destruction of CCTV systems and data.

This policy does not apply to CCTV systems owned by Northern Territory Police Fire and Emergency Services (NT PFES).

3 POLICY STATEMENT

3.1 OPERATIONAL BOUNDARIES

External CCTV systems will be limited to public areas identified within City of Darwin's municipality to:

- promote a safer and more livable environment
- monitor City of Darwin assets
- obtain analytical data for city planning, traffic management and economic growth and development.

Internal CCTV systems will be limited to City of Darwin owned and operated buildings and infrastructure to:

- protect staff and community safety
- monitor City of Darwin assets

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City of Darwin will not use CCTV systems in public places and staff-only access spaces where the community or staff would reasonably expect to have privacy, for example toilets, changing rooms, confidential interview rooms. Facial recognition technology will not be used by City of Darwin.

Authorised CCTV officers will use the CCTV systems and data collected, in accordance with this policy, CCTV Operating Procedures and legal obligations. All authorised CCTV officers and contractors will receive appropriate CCTV systems training, including training in privacy obligations.

3.2 ACCESS TO CCTV DATA

Only authorised CCTV officers and contractors are permitted to operate, monitor, maintain or access CCTV systems and data. Security controls must be in place to prevent unauthorised access of the CCTV systems and data.

The public can request access to CCTV data, which may be referred to NTPFES for processing, for example, where the data was also collected for a police purpose, or where the request relates to a police matter. As a general rule, CCTV footage containing personal information is not disclosed unless it is to a person who has their personal information contained within the footage or it is permitted by the Information Privacy Principles or other legislation. Applications will be assessed on a case by case basis.

3.3 RETENTION OF CCTV DATA

Unless otherwise required, CCTV camera footage will be retained for a maximum of 31 days, before it is securely and permanently destroyed. CCTV data will be stored and secured in accordance with City of Darwin's Information Security and Records Management requirements.

Statistical data derived from CCTV data, collected for the purpose of Council planning services, will be stored and retained in accordance with City of Darwin's Records and Information Management Policy.

3.4 PRIVACY REQUIREMENTS

Signage must be displayed to ensure that the community staff are aware of when they are entering an area operating CCTV.

As per the Privacy Arrangements for Shared CCTV Infrastructure City of Darwin 2021, signage on CCTV systems owned and operated by City of Darwin will include City of Darwin logos (and the NTPFES where relevant); a longer form 'privacy notice' specifying the primary purpose(s) for which the footage is being collected (which can be made visible in various formats or media); and clearly states facial recognition is not being used.

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4 DEFINITIONS

Term	Definition
CCTV	Closed Circuit Television
CCTV Audio-visual data	Any information that is recorded or unrecorded that is taken from a CCTV system, including any data, still images or moving audio visual data.
CCTV System	A surveillance system in which a number of cameras are connected through a closed circuit. CCTV system consists of cameras, monitors, recorders, interconnecting hardware and support infrastructure.
Smart Darwin CCTV Systems	CCTV systems installed in council owned properties, e.g. parks, ovals, roads, excluding council owned buildings.
CoD	City of Darwin
Disclosure	Provision of releasing CCTV audio-visual data and records to a third party.
FOI	Freedom of Information applications are governed by the NT Information Act 2002.
Authorised CCTV Officers	City of Darwin employee who has been authorised by the council to carry out specific tasks in the operation or management of the CCTV system.
CI Anywhere	City of Darwin Record Management System which manages the retention and storage of council information.
Public Place	Any place which the public has access as a right or by invitation.
Administrative access	System for release of information by means other than a formal access application under the NT Information Act 2002.



5 LEGISLATIVE REFERENCES

- *Information Act 2002* (NT)
- *Local Government Act 2019* (NT)
- Local Government (General) Regulations
- AS4806.1 – 2006 CCTV Management and Operation
- AS4806.2 – 2006 CCTV Application Guidelines

6 PROCEDURES / RELATED DOCUMENTS

- CCTV Operating Procedures
- City of Darwin Records Disposal Schedule 2010/05

7 RESPONSIBILITY / APPLICATION

The General Manager Innovation is accountable for the overall establishment and periodic review of this policy and General Managers are responsible for the implementation and management of the functions contained within this policy.

8 EVALUATION AND REVIEW

This Policy is subject to review every two (2) years, or as deemed appropriate, thereafter.

9 DOCUMENT CONTROL

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