

YPRL Closed Circuit Television (CCTV) Usage Statement

Objectives

The objectives of YPRL's CCTV system are as follows:

- To reduce crime and other disruptive behaviours by deterring potential offenders.
- To reduce fear of crime and other disruptive behaviours.
- To assist Police in the detection and prosecution of offenders where required.
- To help secure a safer environment for those people who work in and YPRL facilities.
- To assist YPRL in general claims management.

The CCTV system may also be used for intelligence gathering on individuals and locations, in relation to criminal offences as required by Victoria Police.

Key Principles

YPRL operates surveillance cameras in accordance with legislated standards and they are based on the following principles:

- **Principle 1**

YPRL's CCTV system will be operated fairly, within applicable law, and only for the purposes for which it is established or which are subsequently agreed on in accordance with these procedures.

- **Principle 2**

The system will be operated with due regard to the privacy and civil liberties of individual members of the public and library staff.

- **Principle 3**

The public interest in the operation of the system will be recognised by ensuring the security and integrity of operating procedures.

- **Principle 4**

The public will be provided with clear and easily accessible information in relation to the CCTV system.

- **Principle 5**

Regular monitoring and evaluation of the system will be undertaken to identify whether the purposes of the system are being complied with and objectives are being achieved.

- **Principle 6**

Access to the CCTV system will be restricted to authorised staff and contractors only as nominated in the CCTV procedures.

- **Principle 7**

Information recorded will not exceed that necessary to fulfil the aims and objectives outlined in these procedures.

- **Principle 8**

The retention of, and access to recorded material will only be for the purposes provided by these procedures. Recorded material will be kept no longer than is necessary to meet the aims and objectives outlined in these procedures.

Compliance with legislation and standards

YPRL's CCTV system will operate in accordance with the relevant legislative requirements listed below:

- *Privacy and Data Protection Act 2014 (VIC)*
- *Privacy Act 1988 (cth)*
- *Surveillance Devices Act 1999 (VIC)*
- *Freedom of Information Act 1982*
- *Public Records Act 1973*
- *Charter of Human Rights and Responsibilities Act 2006 (the Charter)*
- *Evidence Act 2008*
- *Private Security Act 2004*

YPRL has also considered the guidelines from the [Office of the Victorian Information Commission](#) when developing its CCTV policy and procedures.

System Operation

- The CCTV system contains a number of cameras within and around each library location.
- Recordings are taken for up to 24 hours per day; however the screens are not monitored live, except in the case where a “Live View” facility has been implemented at a specific location for the benefit of YPRL staff who may require visibility into certain areas of the library for security monitoring purposes. Such Live View facilities may only be implemented with the written approval of YPRL’s Chief Executive and are for the use of YPRL staff only and with regard to the key principles mentioned at the outset of this document.
- All images are recorded and retained for thirty (30) days. After this time, the material is automatically overwritten.
- Sound is disabled and is not recorded or available in “Live View”.
- Access to the CCTV system will only be for authorised YPRL staff. Whether staff are operators or managers, they will meet the highest standards of probity.
- All requests for access to CCTV recordings must be approved by the Chief Executive or their delegate. Each request must indicate the date and time range of the requested material.

- Access to and use of recorded material will only take place following a written application to access that recorded material which has been approved by the Chief Executive Officer or their delegate for the following purposes:
 - In compliance with the needs of police in connection with the investigation of a crime or for police intelligence purposes.
 - Legal representatives acting on behalf of individuals engaged in legal proceedings related to a recorded incident.
 - If necessary, for the purposes of legal or insurance proceedings, for example to assist YPRL or its Insurer(s) or Solicitor(s) in properly considering issues of liability and indemnity.
- Under no circumstances shall YPRL or its employees, suppliers and contractors be liable for any direct, indirect, incidental, consequential, special or exemplary damages in the event that requested footage is unavailable for any reason, including, but not limited to, equipment failure, data corruption and network outages.
- Under no circumstances shall YPRL or its employees, suppliers and contractors be liable for any direct, indirect, incidental, consequential, special or exemplary damages arising out of the granting or denying approval of any request for recorded or live footage from its CCTV security systems.
- The decision to grant or deny approval of any request for recorded or live footage remains solely at the discretion of the CEO or the CEO's authorised representatives.

Camera Locations, Public Information & Signage

CCTV cameras are located in and surrounding YPRL facilities and public space.

The existence of the cameras outside and inside library buildings is clearly apparent to the public with signs that CCTV cameras are operating, being displayed at entrances and at other key points.

The signs, affixed to all YPRL branch buildings:

- Inform the public that cameras are in operation.
- Identify YPRL as the owner of the system.

[END OF YPRL CCTV USAGE STATEMENT]