

# PRIVACY NOTIFICATION

## Closed Circuit Television (CCTV) Nowra CBD

Shoalhaven City Council (**Council**) uses CCTV to record activity in the Nowra CBD area. As part of this process, Council collects and stores personal information which may be used and/or disclosed for a lawful purpose. A map showing the location of the cameras is attached to the Code of Practice (CCTV – Nowra CBD).

The purpose of the recording is to:

- i) Reduce crime levels by deterring potential offenders;
- ii) Reduce fear of crime;
- iii) Help ensure an effective police response in emergency situations;
- iv) Assist in the detection and prosecution of offenders; and
- v) Help secure a safer environment for those people who live in, work in and visit the Nowra CBD.

Persons or organisations that are authorised to access recorded material are:

- i) Authorised Council officers (including communications support staff);
- ii) Authorised officers of the NSW Police Force (for law enforcement purposes);
- iii) Council authorised contractors.

All recorded material will be retained for 30 days unless it is required in relation to the investigation of crime, for court proceedings, or to meet other legal obligations. All recorded material will be overwritten on a 30 day cycle.

Recorded material will not be sold or used for commercial purposes or the provision of entertainment.

The display of recorded material to the public will only be allowed in accordance with the law enforcement functions of the NSW Police Force where there is a demonstrated overriding public interest for disclosure or in any other circumstances provided by the law. The recorded material can only be released in accordance with the Standard Operating Procedures for the CCTV Project.

Where display of recorded material occurs, the recognisable characteristics of other people in the footage will be obscured.

Images from recorded material will not, under any circumstances, be used to publicise the existence or success of the CCTV Project.

Appropriate security measures will be taken against unauthorised access, alteration disclosure, accidental loss or destruction of recorded material.

The NSW Police Force will have the ability to monitor live footage and review recorded material generated by the CCTV cameras. However, the NSW Police Force will not have the ability to make copies or edit recorded material. Authorised Council officers and contractors will have access to recorded material but access can only occur in accordance

with the Code of Practice and Standard Operating Procedures for CCTV in the Nowra CBD.

The cameras will not be used to look into adjacent or nearby premises or buildings, unless it is explicitly for the purpose of following (in real time) participants in a crime, which originated in the public domain.

In accordance with the *Privacy and Personal Information Protection Act 1998* a person has the right to apply for access and/or correction of their personal information. Inquiries in this regard could be made by contacting the Privacy Officer at Council on (02) 4429 3111.

Council retains ownership of and has copyright in all documentation and other material pertaining to the CCTV Project.

Inquiries in relation to the CCTV Project and its operation can be made in writing to:

The General Manager  
Shoalhaven City Council  
PO Box 42  
NOWRA NSW 2541

Or, by telephone on (02) 4429 3111.

Privacy complaints in relation to the CCTV Project can be made to Council in accordance with Council's Privacy Management Plan. A copy of the Privacy Management Plan can be obtained from Council.

Privacy complaints in relation to the CCTV Project can also be made to Privacy NSW. The *Privacy and Personal Information Protection Act 1998* authorises Privacy NSW to receive and investigate complaints about alleged violations of privacy. The contact details for Privacy NSW are:

Privacy NSW  
Locked Bag 5111  
Parramatta NSW 2124  
Tel: (02) 8688 8585  
Fax: (02) 8688 9660  
Email: [privacy\\_nsw@agd.nsw.gov.au](mailto:privacy_nsw@agd.nsw.gov.au)

Further information is provided in:

- i) Code of Practice (CCTV – Nowra CBD);
- ii) Standard Operating Procedures (CCTV – Nowra CBD);
- iii) Privacy Management Plan.

These documents can be obtained at Council offices.