

Mr Gerard Hayes
Secretary
Health services Union (HSU)

By email: secretary@hsu.asn.au

Consultation on Workplace Surveillance – Management and Operation of CCTV within Nepean Blue Mountains Local Health District

Dear Mr Hayes

I am writing to advise you of our updated procedure for the management and operation of CCTV surveillance within Nepean Blue Mountains Local Health District (NBMLHD). This procedure aligns with the [NSW Workplace Surveillance Act 2005](#) and underscores our commitment to ensuring safety across our facilities.

As a NSW Health organisation, we are required to assure the privacy of information systems and assets, which includes records containing personal and medical information about staff, patients and visitors. This commitment maintains our consumers' expectation and legal right that personal, medical and any other identifying information will not be unlawfully disclosed.

The enclosed document details the purpose, objectives, and operational guidelines for CCTV surveillance use within NBMLHD. The key aspects highlighted include:

- **Objectives:** Enhancing safety, deterring criminal activities, and supporting access control measures.
- **Installation and Use:** Procedures for CCTV installation under the supervision of Security Services, consistent with relevant legislation and policies.
- **Signage and Notice Requirements:** Clear notifications about surveillance, including multilingual signage where appropriate.
- **Monitoring and Retention:** Guidelines for monitoring and retaining CCTV footage in compliance with privacy standards.
- **Use of Recorded Images:** Conditions under which recordings may be reviewed or used, including for investigations and legal proceedings.
- **Compliance and Evaluation:** Regular reviews to ensure the policy remains effective and compliant with current legislation.

As part of the consultation process, your valuable feedback and comments are welcomed. Please email them through Kristin.Adair@health.nsw.gov.au, Human Resources Manager by **close of business 23 October 2024**.

If you have any questions or wish to discuss further, please contact Kristin Adair, Human Resources Manager at Kristin.Adair@health.nsw.gov.au or on (02) 4734 1513.

Yours sincerely

A handwritten signature in blue ink, appearing to read "A. Quested".

Adam Quested
Interim Director People and Culture

Date: 27 September 2024