

PRIVACY NOTIFICATION

Kiama Safer Streets Project

Kiama Municipal Council (**Council**) uses CCTV to record activity in the Kiama 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 on the Safer Streets Project webpage on Council's website.

CCTV can be utilised as a cost effective tool to assist in the maintenance of the CBD environment. Therefore the objectives of the implementation of a CCTV system are:

- Promotion of community safety and crime prevention
- Protect Kiama Municipal Council employees, residents and visitors
- Protect Kiama Municipal Council assets
- Reduce management costs via the remote monitoring of assets
- Protect the environment

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

- i) Authorised Council officers (including IT 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 28 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 28 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 KMC Street CCTV System Standard Operating Procedures.

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 Safer Streets 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 KMC Street Surveillance Code of Practice and KMC Street CCTV System Standard Operating Procedures.

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 Council's Public Officer on (02) 42 32 044.

Council retains ownership of and has copyright in all documentation and other material pertaining to the Safer Streets Project. Inquiries in relation to the Safer Streets Project and its operation can be made in writing to:

The General Manager
Kiama Municipal Council
PO Box 75
KIAMA NSW 2533
Or, by telephone on (02) 42 32 0444.

Privacy complaints in relation to the Safer Streets Project can be made to Council in accordance with Council's Privacy Management Plan. A copy of the Privacy Management Plan is also available on council's website.

Privacy complaints in relation to the Safer Streets 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

Further information is provided in:

- i) KMC Street Surveillance Code of Practice;
- ii) KMC Street CCTV System Standard Operating Procedures;
- iii) Privacy Management Plan.

These documents can be obtained at Council offices.