



SECURITY CAMERA USAGE POLICY

Review: September 2020

1. RATIONALE

The installation of security cameras in various locations at the WYN FM Studios will provide enhanced security for Volunteers and Studio broadcast equipment. In the first instance the cameras will be a deterrent to vandalism and theft, and, in the second instance, assist in the arrest and prosecution of any person or persons vandalising WYN FM's Studios or stealing from it.

2. PRIVACY

There is no inherent potential for breach of any privacy legislation, and no requirement under Victorian law to publicise the operation of the cameras. Nevertheless, signage indicating that the premises are monitored by video surveillance will be displayed in the Station's reception area and both on-air studios.

3. PROCEDURES

The following conditions apply to the use of the cameras and images captured:

- Cameras will not be covertly deployed
- Recording will occur 24 hours per day
- Images will be stored on a discrete hard disk and accessible only by personnel who have been authorised by the President. Access to images is possible only with appropriate software and password.
- Images are overwritten periodically (14-28 days]
- Images will only be retrieved or reviewed in response to any of the following:

- Attempted or successful break-in
- Vandalism
- Damage to property
- Theft of property
- Physical injury through accident
- Physical injury through assault
- Complaint of threat to safety
- Other Insurance events

- Should any event above involve a Volunteer/s, those people will have the opportunity to be involved in the enquiry process.

- Images from the hard disk storage may be provided to Police in hard or electronic form in order to facilitate investigation of illegal acts and a copy will be retained by WYN FM.
- Apart from the above, images may not be reproduced or shared with any person who is not authorised by the President to view the images.
- Any enquiry in relation to this security measure may be directed to the President.

4. TAMPERING & WILFUL DAMAGE

Any unauthorised persons who wilfully damage or tamper with the normal operation of the security cameras will face suspension or expulsion from WYN FM.

There is a right of appeal via the Internal Conflict Policy.

Documents relating to this Policy

WynFM Community Radio Inc Constitution

WynFM Community Radio Inc Policies

- Volunteer Policy
- Health and Safety Policy
- Internal Conflict Resolution Policy
- Drug and Alcohol Policy