



Surveillance Camera Policy

Effective Date: 1st August 2025

1. Purpose

This policy governs the use of surveillance cameras installed at Australian Statewide Education and Training Pty Ltd trading as Revive2Survive First Aid Training's office space and training room. The purpose is to ensure the safety and security of staff, students, visitors, and company property, while maintaining compliance with Privacy and Data Protection Act 2014.

2. Scope

This policy applies to:

- All staff (casual, permanent, contract, volunteers).
- All visitors (students, trainees, clients and members of the public) entering the First Aid Training Room or Administrative Office space.
- All areas under surveillance within the facility.

3. Surveillance Areas

Cameras may be installed in the following locations:

- Entrances and exits to monitor access.
- Reception areas for visitor monitoring.
- Training rooms to ensure the safety of participants and instructors during sessions.

Note: Cameras are **not** installed in private areas such as restrooms, changing areas, or offices where there is an expectation of privacy.

4. Purpose of Surveillance

The use of surveillance cameras supports the following objectives:

- Protect the health, safety, and welfare of all individuals on site.
- Deter and document unauthorised access, theft, or vandalism.
- Monitor adherence to safety protocols during training sessions.
- Monitor adherence to Revive2Survive's course requirements during training sessions.
- Investigate workplace incidents or complaints.
- Protect physical assets, including training equipment, stock and administrative records.
- Annual Trainer Reviews, only when notified prior and agreed upon.

5. Notification and Signage

- Clear signage is displayed at the front door entry point of suite 12, 1 East Ridge Drive, Chirnside Park and in the training room at the sign in table, as you enter the premises, notifying individuals that surveillance cameras are in use.

6. Access and Use of Recorded Footage



- Only authorised personnel (Fiona Lally, Director) may access surveillance footage.
- Access to the footage is through the system software and only accessible via password and pin protection.
- Footage will be used strictly for legitimate business purposes, including security, incident investigation, and regulatory compliance.
- Footage may be disclosed to law enforcement or other third parties when legally required or upon formal request.

7. Data Retention

- Surveillance footage is retained for 30 days unless required longer for an ongoing investigation or legal requirement.
- After the retention period, data is securely deleted or overwritten.

8. Privacy and Legal Compliance

- All surveillance is conducted in accordance with applicable privacy and data protection legislation.
- The Surveillance system only records when motion is detected or if authorised personnel access the system directly.
- When recording the surveillance system records audio, all parties entering the premises consent to their audio being recorded and stored on the system for 30 days.
- Footage will not be used for any social media or marketing purposes.
- Footage may be used for continuous business improvements.
- Individuals have the right to request access to personal data recorded by surveillance systems, subject to applicable laws and exceptions.

9. Responsibilities

- The Director is responsible for ensuring the surveillance system is maintained, secure, and used in line with this policy.
- All staff are expected to report any concerns regarding misuse of surveillance systems.

10. Contact Information

For inquiries or requests related to this policy or to access surveillance footage, contact:

Fiona Lally, Director

Email: firstaid@revive2survive.com.au

Phone: (03) 9736 9736

Address: Suite 12, 1 East Ridge Drive, Chirnside Park VIC 3116

11. Reference

Privacy and Data Protection (PDP) Act 2014 (Vic): [Legislation link](#)

Information Privacy Principles (IPPs) guidance: [OVIC Website - Guidelines to IPPs](#)

Acknowledgment (For Staff Use Only)

I acknowledge that I have received, read, and understood the Surveillance Camera Policy.



Employee Name: _____

Signature: _____

Date: _____