

Privacy Policy – CCTV in Common Areas

Purpose

This policy sets out how the Owners Corporation manages closed-circuit television (CCTV) cameras in the common property areas of the strata scheme. It explains the purpose of CCTV use, how footage is collected, stored, accessed, and disclosed, and the rights of residents and visitors.

1. Purpose of CCTV

CCTV cameras are installed in designated common property areas to:

- Enhance the safety and security of residents, visitors, and contractors.
- Deter unlawful or antisocial behaviour.
- Assist in the investigation of incidents, accidents, or damage to property.
- Support the Owners Corporation in managing and protecting common property.

CCTV is not used for continuous monitoring of residents' private activities.

2. Areas Covered

CCTV cameras may operate in:

- Entry and exit points.
- Car parks.
- Lobbies and hallways.
- Gym and pool areas.
- Other common property areas as determined by the Owners Corporation.

CCTV is not installed in private lots, bathrooms, or other areas where reasonable expectations of privacy apply.

3. Collection of Information

- CCTV records video footage only. Audio recording is not enabled.

- Signs are displayed at main entry points to notify residents and visitors that CCTV is in operation.
- Footage is collected automatically and continuously, but may not be actively monitored.

4. Storage and Security

- CCTV footage is stored securely in digital form on internal computer systems controlled by the Owners Corporation.
- CCTV footage is not stored on global or external data banks.
- Footage is protected from misuse, interference, loss, or unauthorised access.
- Footage is generally retained for up to 30–90 days (depending on storage capacity) and automatically deleted unless required for investigation or legal purposes.

5. Access and Use of Footage

- Access to CCTV footage is restricted to authorised persons, including:
 - The Strata Committee (or executive members authorised by the Committee).
 - Contractors engaged to maintain or manage the CCTV system.
- Footage may be viewed or used only for the purposes outlined in section 1 of this policy.

6. Disclosure of Footage

CCTV footage may be disclosed to:

- NSW Police or other law enforcement agencies, where requested and reasonably necessary.
- Insurers, legal representatives, or courts/tribunals in connection with an incident or claim.
- Residents, only if approved by the Strata Committee and permitted under privacy and strata laws (e.g., if they are directly involved in an incident).

Footage is not released for private or unrelated purposes.

7. Residents' Rights

- Residents and visitors have the right to be informed about the use of CCTV in the building.
- A resident may request access to footage involving them, subject to Owners Corporation approval and applicable privacy or legal restrictions.
- Any concerns or complaints about CCTV use should be directed in writing to the Strata Committee.

8. Compliance

The Owners Corporation manages CCTV in line with:

- The Privacy Act 1988 (Cth) (where applicable).
- The Strata Schemes Management Act 2015 (NSW).
- Other relevant laws and regulations relating to surveillance, privacy, and strata governance.

9. Review of Policy

This policy may be reviewed and updated from time to time by the Owners Corporation to reflect changes in law, technology, or building requirements.

A motion to install CCTV was agreed as upheld at the Owners Corporation's AGM on 28 March 2024.