

SURVEILLANCE DEVICES PROCEDURE

SCOPE

This procedure applies to:

- all Monash University students, staff, associates;
- visitors and contractors to all University locations; and/or
- those who are engaged in a University activity.

For the purpose of this procedure, references to 'the University' includes activity at Monash University Australia, Monash University Indonesia, Monash University Malaysia, Monash Suzhou, the Monash University Prato Centre and World Mosquito Program Ltd (and its subsidiaries), unless indicated otherwise.

PROCEDURE STATEMENT

This procedure sets out the requirements for the installation and/or use of surveillance devices at University locations, University activities, or on University vehicles.

1. General principles

- 1.1 A surveillance device must only be installed and/or used for a reasonable and legitimate purpose.
- 1.2 A reasonable and legitimate purpose for installing and/or using a surveillance device may include, but is not limited to:
 - A security purpose, which means a purpose that relates to maintaining the safety and security of people and property at a University location or University activity, including by preventing, deterring, recording or observing crime or misconduct. Many types of surveillance devices (e.g. CCTV cameras, body-worn cameras, number plate recognition cameras) are intended to be used solely or predominantly for a security purpose; or
 - A purpose that relates to the University's core business of research and/or education; or
 - Another reasonable or legitimate purpose, such as traffic, parking or pedestrian monitoring.
- 1.3 In every case and regardless of the purpose, the installation and/or use of a surveillance device at a University location or University activity, or on a University vehicle, must comply with the Surveillance Devices Act 1999 (Vic), or comparable legislation for Monash University locations outside Victoria.
- 1.4 In every case and regardless of the purpose, data gathered by a surveillance device at a University location or University activity must be managed in accordance with all applicable legislation and [data protection and privacy obligations](#).
- 1.5 A surveillance device must never be used in any of the following ways (unless an exception under the Surveillance Devices Act 1999 (Vic), or equivalent at other University location, applies):
 - You must not use a surveillance device to overhear, record, monitor or listen to a private conversation that you are not involved in, without the express or implied consent of each person involved in the conversation; and
 - You must not use a surveillance device to record or observe a private activity that you are not involved in, without the express or implied consent of each person involved in the activity.

2. Installation and/or use for a security purpose

- 2.1 Any surveillance device installed or used at a University location for a security purpose must be approved by Security Services.
- 2.2 In no circumstances may an unapproved surveillance device (including a device that purports to be a surveillance device, such as a dummy CCTV camera) be installed or used at a University location for a security purpose.

- 2.3 The design, selection, installation and maintenance of surveillance devices at a University location for a security purpose must be compliant with the Monash University Electronic Security Specification (MU-ESS) within the [Monash Design and Construction Standards](#). Security Services is responsible for assessing compliance with the MU-ESS.

3. Installation and/or use for an education or research purpose

- 3.1 A surveillance device may be used to record and/or live-stream lectures, tutorials, conferences, seminars, etc, in accordance with the [Unit Delivery Procedure](#).
- 3.2 Research proposals involving the use of a surveillance device on humans must satisfactorily address all requirements of the law including the Surveillance Devices Act 1999 or equivalent legislation. All human research activities involving Monash staff and/or students must be subjected to ethical review and monitoring in accordance with the [Ethical Research and Approvals Procedure](#).
- 3.3 Any use of a surveillance device for education or research purposes must also comply with section 1 of this Procedure.

DEFINITIONS

Private activity	An indoor activity that a reasonable person would consider to be private, having regard to the circumstances of the activity (including the status of the parties, the location, and the ease with which the activity may be observed).
Private conversation	A conversation that a reasonable person would consider to be private, having regard to the nature and circumstances of the conversation (including the status of the parties, the location, and the ease with which the conversation may be overheard).
Surveillance device	Any electronic instrument or equipment that is capable of being used to: <ul style="list-style-type: none"> visually record or observe an activity; and/or overhear, record or listen to sound; and/or determine the geographical location of a person or object. <p>This includes, but is not limited to, CCTV cameras and associated software systems, number plate recognition cameras, body-worn cameras, GPS tracking or monitoring devices, devices designed to make audio visual recordings (such as a video camera) or which have that capability (such as a mobile phone), and the University's access control system where used to monitor the movements of a person.</p>
Security Services	For a University location or University activity within Australia - means the Security Services business unit within Community Safety and Security.
	For a University location or University activity outside Australia - means the physical security arrangements at the relevant location overseen by Global Security and Crisis Response.
University location	As defined under 'university precinct' in the Dictionary to the Monash University (Council) Regulations , means the whole or part of any land, building or facility owned or occupied by the University or used by it, or by one or more students for the purpose of conducting a University activity.
University activity	As defined in the Dictionary to the Monash University (Council) Regulations , means an activity carried out on a University location or other place in or outside Australia that is arranged, or conducted, by or on behalf of the University, whether alone or in connection with any other entity. This includes study tours, clinical and other placements, and events organised by University-affiliated student organisations.

GOVERNANCE

Parent policy	Community Safety and Security Policy
Supporting procedures	Access Control Procedure Safety and Security Incident Reporting Procedure
Supporting schedules	Nil
Associated procedures	Nil

Related legislation	Surveillance Devices Act 1999 NO. 21 (Vic) Privacy and Data Protection Act 2014 (Vic) Personal Data Protection Act 2010 (Malaysia)
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