uniting church
in Australia,
Synod of NSW & ACT

Workplace Surveillance

Title: Workplace Surveillance Policy
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Approved by: Synod Office SLT

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1. Overview/Background

To protect its people, information and reputation, the Synod NSW and ACT ('**Synod**') undertakes certain forms of surveillance. It is neither our intention nor desire to impinge on individuals' privacy but some level of monitoring is necessary to help us meet our legal and employment obligations.

In developing this policy, we have considered our legal rights, and the rights of our people to their privacy – whether they are in paid employment, volunteering their services or contracting to us in some way, shape or form.

2. Purpose of Policy

This policy is intended to provide transparency about the type and level of surveillance conducted by the Synod in the work environment and on work-supplied equipment, such as computers and phones ('**IT property**').

3. Applicability (scope)

This policy applies to all employees, Ministers, volunteers and independent contractors.

This policy should be read in conjunction with our Code of Conduct, our Email and Internet Usage policy, Social Media policy and our Privacy Policy.

4. Responsibilities

People and Culture / Information Technology (?) own this policy and are responsible for its review, implementation and administration.

Information Technology is responsible for:

- appropriate monitoring of Synod IT property. In this regard, they may access to Synod IT property, computer logs and other system records, databases and backups to ensure the security, confidentiality and integrity of Synod IT property;
- notifying People and Culture of any identified untoward activity.

Individuals are responsible for familiarising themselves with this policy and ensuring they comply with all Synod, or Uniting Church Australia, policies that deal with the use or sharing or information via electronic means, as well as downloading and uploading restrictions. Details of the relevant policies can be found in clause 3 of this policy.

Individuals are also responsible for immediately reporting to IT any lost or stolen Synod IT property that had been in their possession.

5. Principles

5.1 Computer Surveillance

The Synod conducts computer surveillance mostly by means of software or other equipment that monitors or records the information input or output, or other use of Synod IT property.

The Synod expressly reserves the right:

- To monitor, inspect, copy and/or review all data recorded on any IT property, including, but not limited to, monitoring time spent on the internet, reviewing websites accessed on the internet, reviewing material downloaded or uploaded and reviewing emails sent and received;

- To block emails or messages from being sent or received where our email filters identify them as containing inappropriate content. In the event that either incoming or outgoing emails are blocked, the relevant Synod individual will be notified. We recognize that sometimes our filters can get it wrong and if an individual believes an email has been blocked in error, or that the email or communication is important to their role or responsibilities at the Synod, they may contact IT seeking release of the email or communication;

- To protect from potential IP theft, monitor and review the type and amount of information downloaded from the Synod.

The Synod will not attempt to monitor an individual's use of computers or devices outside of work, unless the IT property is provided and/or paid for by the Synod. Individuals should therefore be aware that when using Synod IT property, activities will be tracked outside of the office and outside of working hours.

Any information stored on Synod IT property, whether that information is contained on a hard disc drive, solid state drive, computer disc, memory chips, applications, cloud-based software or any other manner of collecting, transferring or storing information by the Synod, may be monitored and/or inspected by the Synod.

The Synod conducts surveillance of its equipment in a continuous and ongoing matter.

5.2 Camera Surveillance

The Synod uses closed circuit television (CCTV) to conduct camera surveillance in common use areas of the workplace premises, excluding any toilets, change rooms or breast-feeding facilities. For transparency, the cameras are clearly visible.

Further, signs are used to alert individuals and visitors to the relevant areas (including at our office entrance) that our premises are under workplace surveillance. We conduct camera surveillance to ensure the security of individuals and the company such as in instances of theft. Any camera surveillance record may also be used to monitor customer service standards and employee performance, as well as for training purposes.

5.3 Audio recording

The Synod will only conduct audio surveillance or recording (e.g. audio recordings of meetings or interviews) with the express knowledge of all parties involved.

5.4 Covert surveillance is against the law in NSW and ACT

As covert (hidden or undisclosed) surveillance is against the law in NSW and ACT, individuals are not permitted to conduct their own surveillance or record conversations.

5.5 Device tracking

For the purposes of tracing or tracking any lost or stolen Synod IT property, tracking has been enabled on these devices. Although it is not our intention to track individual movements, we may do so in exceptional circumstances such as where an individual cannot be located or where there's a concern for their safety.

6. Review

This policy will be reviewed three years from the date of its implementation unless legislative or technological changes or other circumstances require an earlier review.

7. Legislation and Policies

Legislation includes:

Workplace Surveillance Act (2005) NSW
Surveillance Devices Act (NSW) 2007
Workplace Privacy Act (ACT) 2011
National Privacy Act
Fair Work Act (Cth) 2009

Policies include:

Code of Conduct and Ethics
Internet and Email Useage
Privacy Policy

8. Terms and Conditions

This Policy does not form part of any contract of employment or contract of engagement and may be amended, replaced or revoked at any time by the Synod at its discretion.