

## CCTV POLICY

<b>Policy Title</b>	Security Closed Circuit Television (CCTV) Policy
<b>CCTV Owner's</b>	ET: Castleship Pty Ltd - Easy T Shopping Centre Management RT: Robina Town Medical Centre
<b>Category</b>	Operational
<b>Scope</b>	This policy applies to all staff and patients of Easy T Medical Centre
<b>Purpose</b>	This policy sets out a framework for the application of closed circuit television (CCTV) surveillance systems at Easy T Medical Centre

Easy T Medical Centre seeks to protect people and assets in and around the medical centre property in the most effective manner possible including, where necessary, through the appropriate application of closed circuit television (CCTV) surveillance systems.

The primary security use of CCTV is to discourage and/or detect unlawful behaviour in and around the medical & shopping centre thereby enhancing the safety and security of all people and property.

Other applications and benefits of CCTV include traffic management and assisting some access control environments. Only security CCTV equipment, applications and monitoring specifications shall be applied to the medical centre owned or occupied property.

Appropriate standard operating procedures shall be applied to all security CCTV applications to ensure effective and ethical management of equipment and that the recorded information is appropriately maintained by authorised users.

### **All security CCTV systems installed will comply with the following:**

- All CCTV controls and recorders must be located in a secure area (the managers office at ET and the server room at RT)
- Access to CCTV controllers and recorders shall be limited only to authorised user's management, practice owners . CCTV recorder access may include Qld police only if requested and approved by authorised users.
- CCTV camera's are in the public waiting area's only.