

Workplace Surveillance Act Section 10



Notice to Staff

In accordance with the *Workplace Surveillance Act 2005*, Transport for NSW (TfNSW) and Sydney Metro are required to advise staff of any surveillance that is undertaken in the workplace.

Camera surveillance

Closed Circuit Television (CCTV) equipment is installed in a number of workplaces solely for the security and protection of staff and visitors and to protect confidential information held on premises. The CCTV equipment monitors and records visual images of activities in the workplace. Notices are erected in workplaces where these cameras are being used.

Some mobile assets, including vessels and vehicles, are also fitted with dashboard-mounted cameras that monitor and record activities in any place where the vehicle is being driven. All mobile assets fitted with dashboard-mounted cameras carry clearly visible notices to inform staff and other users of the presence of dashboard-mounted camera equipment.

Surveillance occurs on an on-going basis and surveillance records are reviewed periodically and where cause for concern has arisen.

Tracking surveillance

Telematics/ GPS Systems are installed on mobile assets to monitor the safety and security of these assets. Telematics/ GPS Systems monitor and report location and usage data of mobile assets. All mobile assets fitted with telematics/ GPS Systems carry clearly visible notices to inform staff and other users of the presence of telematics/ GPS System equipment.

Swipe card access readers record the location and time of use of swipe cards allocated to individual staff.

Work issued mobile phones, tablets, laptops and other mobile devices that use SIM cards and/ or VPN protocols also provide location data.

Surveillance occurs on an on-going basis and surveillance records are reviewed periodically and where cause for concern has arisen.

Computer surveillance

Access and use of TfNSW and Sydney Metro desktop and laptop computers and other IT equipment (including internet, intranet and email use), printers, and remote access to the TfNSW and Sydney Metro network is monitored in accordance with the *Transport Acceptable Use of Technology Standard* and associated documents.

In addition, to promote workplace collaboration and for security and safety reasons, TfNSW and Sydney Metro may monitor the location of staff in TfNSW and Sydney Metro workplaces. This enables TfNSW and Sydney Metro to provide real-time wayfinding services at workplaces for staff to find available desks and meeting rooms, the location of colleagues, and to book desks or meeting rooms. TfNSW and Sydney Metro will also use the information to manage occupancy at workplaces, for site optimisation, and for health and safety purposes, including to know who is, and who has been, on site and to monitor physical distancing capacities.

Surveillance occurs on an on-going basis and surveillance records are reviewed periodically and where cause for concern has arisen.

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New surveillance

Affected staff will be provided with 14 days' written notice prior to the introduction of new surveillance equipment in the workplace in accordance with the *Workplace Surveillance Act 2005*.

Further information

Further information on workplace surveillance is in the *Workplace Surveillance Procedure*.