

WORKPLACE CAMERA SURVEILLANCE NOTICE

1. PURPOSE

- 1.1 This is notice that continuous and ongoing camera surveillance will be carried out in Crystele Homes premises at [PremisesAddress]. Anyone attending the premises may regularly be subject of surveillance.
- 1.2 If you are an existing employee of Crystele Homes at the time of receiving this notice, surveillance will commence 14 days after the date of this notice. If you are yet to commence employment with Crystele Homes at the time of receiving this notice, surveillance will commence immediately upon the commencement of your employment with Crystele Homes.
- 1.3 You may consult with us about the conduct of the surveillance prior to its commencement.

2. DEFINITIONS

- “Camera” includes an electronic or other device capable of monitoring or recording visual images of Employees at work, whether at the Premises or whilst they are performing work elsewhere e.g. if working from home;
- “Employees” includes directors, contractors and authorised representatives of the Business;
- “Records” includes systems, databases (including files or documents created, received and/or stored therein in electronic or hard copy format, including emails), networks and the Internet;
- “Equipment” includes a network device, computer, and any device for capturing or displaying electronic images; and
- “Premises” means any physical location where The Company Business conducts its business.

Under the Workplace Surveillance Act 2005 , surveillance of an employee means surveillance of an employee by any of the following means:

- 1. camera surveillance, which is surveillance by means of a camera that monitors or records visual images of activities on premises or in any other place;
- 2. computer surveillance, which is surveillance by means of software or other equipment that monitors or records the information input or output, or other use, of a computer (including, but not limited to, the sending and receipt of emails and the accessing of Internet websites);
- 3. Tracking surveillance, which is surveillance by means of an electronic device the primary purpose of which is to monitor or record geographical location or movement (such as a Global Positioning System tracking device).

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3. Guidelines

Both computer surveillance and camera surveillance (the latter may be used solely for security purposes at certain sites) are currently carried out and no changes are proposed to this practice.

4. WHAT WILL THE SURVEILLANCE RECORDS BE USED FOR?

4.1 Crystele Homes may use and disclose the surveillance records where that use or disclosure is:

- (a) for a purpose related to the employment of employees or related to Crystele Homes business activities;
- (b) to a law enforcement agency in connection with an offence;
- (c) in connection with legal proceedings;
- (d) as reasonably believed to be necessary to avert an imminent threat of serious violence or substantial damage to property;
- (e) for a legitimate purpose in relation to any of Crystele Homes employees or the legitimate business activities or functions of Crystele Homes; or
- (f) to a member of a law enforcement agency for use in connection with the detection, investigation or prosecution of an offence;
- (g) for a purpose directly or indirectly related to a civil or criminal proceeding; and/or
- (h) where Crystele Homes reasonably believes that the use or disclosure of the record is necessary to avoid an imminent risk of death of, or serious injury to, someone or substantial damage to property.

4.2 Examples of instances in which use or disclosure of surveillance records might occur include (but, are not limited to), if there is an assault, or suspected assault of a person, suspected theft of Crystele Homes property (or that of a related corporation of Crystele Homes) or damage to Crystele Homes equipment or facilities (or that of a related corporation of Crystele Homes).

Yours faithfully,

[LetterSignatoryName]

[LetterSignatoryPosition]