

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Parliament Portfolio

Joint House Department

Supplementary Budget Estimates, Monday 3 November 2003

Question: P13

Outcome:

Topic: Protocols for CCTV

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Senator Faulkner asked to see detail of the agreed protocols for use of the CCTV cameras now installed in the Press Gallery area.

Answer:

Joint House Department undertook to provide a copy of the agreed protocols.
(Attached.)

CLOSED CIRCUIT TELEVISION (CCTV) CAMERAS IN THE HOUSE OF REPRESENTATIVES AND SENATE CORRIDORS PROTOCOLS FOR THE MANAGEMENT OF RECORDED IMAGES

Purpose

The installation of closed circuit television (CCTV) cameras in the Senate and House of Representatives wings of Parliament House and the capturing of images from them is solely for the purpose of assisting in the tracking of unauthorised entry to Parliament House and for the investigation of break-in, theft or damage within Parliament House.

Location of Cameras

CCTV cameras have been installed at corridor intersections of the Senate and House of Representatives wings of Parliament House.

Normal Operation

All cameras are constantly active. However, during normal operation the images recorded by all cameras are immediately overwritten. No recorded images are retained unless an incident has occurred. Where an incident has been indicated and images recorded, access to that recording is restricted. An incident, leading to the retention of a recorded image, will result from the following:

- On sitting days - on the receipt of an alarm from a Senator's or Member's office or entry point to the building, or, after-hours (ie after sitting hours) by the detection of movement in the corridor.
- On non-sitting days - as above, except that recording following movement detection in the corridor will apply between 6.00pm and 8.00am.
- Press Gallery:
 - On sitting days - as per the Senate and House of Representatives.
 - On non-sitting days - by the detection of movement in the corridor between 10.00pm and 8.00am.

Alarm operation

At any time, if a security officer at an external entrance to Parliament House raises an alarm with the PSOR regarding a known or suspected unauthorised entry to Parliament House, the cameras in the Senate and House of Representatives wings will be activated and display live-time images. The Executive Leader (Security) has authorised monitoring of the cameras by PSOR staff to assist in apprehension of the person(s) who have obtained unauthorised access to the building. All instances of control and monitoring of the cameras are recorded on an external electronic log. The Executive Leader (Security) (or his/her nominated temporary replacement) will verbally advise the Presiding Officers of the incident and, before close of business on

that day, provide them with a written report on the incident, including advice on the capture and retention of recorded images.

Storage of and Access to Recorded Images

- Where surveillance by the PSOR results in the creation of a record of personal information concerning an individual, the collection, use, storage and disclosure of that record is regulated by the *Privacy Act 1988*.
- Recorded images are stored remotely in secure satellite station rooms. All access or attempted access to the recorded images is electronically logged.
- Details of incidents leading to the recording and storage of images are electronically logged (date, time, and camera identification). The only reason for accessing the recordings will be to determine whether those images assist in any investigation of unauthorised access to the building or to a Senator /Member's suite, or of theft or damage to the building. Access to a recorded image will only be authorised if the details of the electronic log correspond to the details of a particular incident under investigation.
- The Parliamentary Security Service will avoid any actions that may unreasonably impinge upon the privacy and rights of people, other than those that may be under investigation.
- Authorised access to the recorded images is restricted to the two System Administrators employed within the Security Systems and Infrastructure Business Unit of the Joint House Department Security Group.
- Details of each access to a recording will be automatically and separately documented and permanently archived. Details will include the time of access, the camera accessed and the individual who accessed the system.
- In order for recorded images to be made available to any person, other than the Executive Leader (Security) (or his/her nominated temporary replacement), a written request must be made to the Executive Leader (Security) stating the name and position of the person(s) seeking access and the reason for access.
- The Executive Leader (Security) cannot release recorded images or show those images to anybody else without the approval of the Presiding Officers.
- Stored images will be retained for a period of six weeks to cover extended parliamentary adjournments and other non-sitting periods. After that six-week period, stored images will be overwritten.
- Stored images will only be retained beyond the above period, at the direction of the Executive Leader (Security), and only for the purpose of an investigation relating to a particular incident. Any stored images will be overwritten when such an investigation is completed.

- A regular programme of external audit of the electronic logs (initially every three months) will be initiated to confirm that:
 - any access to recorded images has been in accordance with these protocols, and
 - all instances of control and monitoring of the cameras within the private areas of Parliament House are in accordance with these protocols.

Camera Function Checks

The two System Administrators will regularly operate each individual camera to ensure proper function. These checks will occur each Friday between 08.30am and 10.30am. Each camera will be operated for approximately 30 seconds and no images will be retained.

Reports to the Joint House Committee

Following installation and activation of the CCTV system, if the investigation of an incident leads to a requirement to access recorded images, the Presiding Officers will arrange, within seven days, for a report on the application of these protocols to be provided to the members of the Joint House Committee. Where an incident has occurred wholly, or in part, within the Parliamentary Press Gallery area, the Press Gallery Committee will be advised and any views of this Committee have will be passed onto the Presiding Officers for their consideration.

Promotion of Protocols

A list of these protocols shall be made available to each licensee of space within the Parliamentary Press Gallery.

A sign indicating the purpose and times of operation of the CCTV cameras will be provided to each licensee of space in the Parliamentary Press Gallery.

Alteration of Protocol

Any proposed alteration to these protocols requires prior advice to the Joint House Committee and Parliamentary Press Gallery Committee.