



## VIDEO SURVEILLANCE POLICY

Carney Properties Pty Ltd and Mike Carney Motors Pty Ltd (“the company”) conduct video surveillance for business purposes and activities including but not restricted to;

- Monitoring key areas to ensure safety of staff and customers
- Monitoring stock, equipment and facilities
- Managing peak periods of customer activity
- And verifying incidents

Its use extends to the legitimate purposes relating to the employment of employees, such as detection, investigation and prosecution of any offence.

- Cameras and Camera casings are clearly visible
- Cameras are utilized and connected to a digital recording device, capable of storing and replaying events up to 14 days. If no incident has been noted, then the recording device records over previous events.
- All recordings made of events, will not be used or disclosed, unless the above criteria has been met or its disclosure is required to be made to a member or officer of a law enforcement agency.
- Camera event recording is done without human intervention, and in general staff do not monitor live images unless the intention is to check customer activity, staff availability or facility usage (such as queues building up reception counter or locating a staff member on showroom floor)