



CCTV collection notice – Community Information Centre

February 2025

High Speed Rail Authority (HSRA) uses Closed-Circuit Television (CCTV) systems at its sites to support safe operation. CCTV is installed at the National High Speed Rail Hub (175 Scott St Newcastle NSW). There are five (5) cameras in use at this site, which comprises an HSRA office and the community information centre. The CCTV cameras at this site are in use twenty-four (24) hours a day, seven days a week, and are motion sensing. CCTV may be used at other HSRA office locations as needed.

Personal information collected via CCTV

By entering HSRA office locations, either as an employee of HSRA or member of the public, your personal information, being your personal image, may be captured by CCTV cameras.

HSRA only collects images on camera and no sound or voice is recorded.

By entering HSRA office locations, you consent to the collection, use and disclosure of your personal information, in accordance with this collection notice.

Notification of CCTV operation

In addition to this collection notice, signage advising of the use of CCTV is located on HSRA buildings.

Use of CCTV footage

HSRA collects personal information through the CCTV system:

- To enhance, and ensure, the safety and security of the staff and visitors on land or buildings which the HSRA, as a government Agency, occupies.
- To prevent or respond to critical incidents or security incidents
- To protect and minimise the risk of access by unauthorised persons to HSRA premises or facilities; and
- For planning, prevention, response or recovery from a serious incident or crisis.

Access to CCTV footage

CCTV footage and images will be accessed by authorised staff members in accordance with their roles and responsibilities.

Disclosure of CCTV footage

HSRA will disclose CCTV footage, as required by law. This may include the disclosure of your personal information to law enforcement agencies, and in some circumstances disclosure under the *Freedom of Information Act 1982 (Cth)* (FOI Act). All requests for CCTV footage will be managed in accordance with the Privacy Policy and any Freedom of information policy in place.

Storage and retention of CCTV footage



HSRA uses reasonable safeguards to protect your personal information from unauthorised access, use or disclosure. Access to the HSRA CCTV system is restricted, only accessible by approved staff and will be password protected. Recordings are used only for the purpose it was collected as outlined in 'Use of CCTV footage'.

Recordings are stored on the local hard drive of the Digital Video Recorder (DVR/NVR), including a date time stamp on the footage, at the HSRA Newcastle Office. Access is restricted to approved staff. Images can be accessed remotely by authorised staff for the safety of people and the facility.

CCTV footage is stored for at least 30 days and up to 60 days.

HSRA will endeavour to destroy or de-identify CCTV footage when it is no longer needed.

Should recordings need to be retained for legal reasons, a copy can be made onto a USB, that will be stored securely in a storage container and will have no other material stored on the disk. Incident recordings may also be downloaded and filed to a secure drive.

Storage and retention practices are currently subject to any limitations with the equipment and technology. Unless required for law enforcement or post-incident review, recordings will, by default, be stored only until such time as they are automatically overridden by the device, in accordance with its design.

Access to information, complaints or concerns

Requests to access CCTV footage can be made under the *Freedom of Information Act* and *Privacy Act 1988*. Requests for information can be sent to FOI@hsra.gov.au for consideration.

The HSRA Privacy Policy provides information about how individuals may access their personal information or seek the correction of this information. Privacy complaints or concerns in relation to the collection and use of CCTV footage can be made in accordance with the HSRA [privacy policy](#) and made in writing to privacy@hsra.gov.au.