# Workplace Camera Surveillance Notice

The following letter template should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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**[INSERT DATE]**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**

**RE: NOTICE OF CAMERA SURVEILLANCE IN THE WORKPLACE**

This letter is to inform you that **[INSERT NAME OF BUSINESS]** plans to commence camera surveillance at **[INSERT LOCATION(S)]** at **[INSERT STREET ADDRESS(ES)]**.

The surveillance is due to commence operation on **[INSERT COMMENCEMENT DATE]** and **[WILL CONCLUDE ON (INSERT DATE) OR WILL BE ONGOING]**.

Please be advised that surveillance ***will not*** be operating in any washrooms, toilets, changing rooms or lactation rooms.

Cameras used for surveillance (including camera casings or other equipment that would generally indicate the presence of a camera) will be clearly visible in the locations where surveillance is taking place. In addition, signs will be displayed at each entrance of the premises, clearly advising individuals of instances when they may be under surveillance.

If you require further information regarding the operation of surveillance cameras at **[INSERT COMPANY NAME/ADDRESS]** please do not hesitate to contact **[INSERT APPROPRIATE PERSON AND THEIR POSITION TITLE]** on **[INSERT RELEVANT CONTACT NUMBER]**. Alternatively, information regarding the operation of surveillance within a workplace can be viewed in ‘Part 2A – Workplace Privacy’ of the Surveillance Devices (Workplace Privacy) Act 2006, available online.

Yours sincerely

**[MANAGER NAME]**

**[MANAGER TITLE]**