

CCTV cameras may be in use 24 hours a day

At Export Finance Australia we are committed to protecting your privacy in accordance with the *Privacy Act 1988* (Cth) (the **Privacy Act**) including the 13 Australian Privacy Principles (**APPs**) contained in the Privacy Act, and adhering to the *Workplace Surveillance Act 2005* (NSW) (the **WS Act**).

This notice is provided under APP 5 and section 11(b) of the WS Act.

Who does this Privacy Notice apply to?

This Privacy Notice applies to all individuals whose personal information we collect in the course of operating Closed-Circuit Television (**CCTV**). This includes all EFA employees, contractors, guests and couriers attending Export Finance House.

CCTV will operate **24 hours per day, 7 days a week**, in the Reception area and lift lobbies of Export Finance House.

What personal information do we collect?

We collect personal information about you in the form of video and photographic images (obtained from the CCTV cameras). We don't use facial recognition technology with (or to collect) the CCTV images.

Why do we collect your personal information?

We collect your personal information (in the form of CCTV recordings or images) for the purposes of building security, safety and related incident management and assessment. Without this, our ability to assist you in such an event or to manage incidents may be affected or limited.

Personal information collected via CCTV is not held indefinitely and may be routinely deleted in accordance with normal administrative practices if it does not need to be retained longer for security incident management purposes or legal reasons.

Who do we disclose your personal information to?

We may need to disclose the information collected through the CCTV to others, such as building management contractors, security personnel, police or law enforcement authorities. We will protect your personal information by taking all reasonable steps to ensure that any disclosure is done in accordance with the Privacy Act.

Overseas disclosure

We do not generally disclose your personal information (collected through the CCTV) overseas.

How do you access or correct personal information about you?

Our Privacy Policy sets out how you can request to access or correct personal information we hold about you as a result of the CCTV operation. We will generally provide you with access to your personal information unless exceptions under the Privacy Act apply. Our Privacy Policy is available on our website [here](#).

Complaints or concerns

Our Privacy Policy sets out how you can make a privacy complaint or raise a privacy concern with us. If you have a privacy complaint or concern, please contact us in the first instance. We will deal with your complaint in accordance with the process set out in our Privacy Policy.

You also have rights under the law to make complaints about our privacy practices directly to the Privacy Commissioner (<https://www.oaic.gov.au>).

Contact us

You can contact us here:

Post: Level 11, 22 Pitt St
Sydney NSW 2000
Email: privacy@exportfinance.gov.au
Phone: (02) 8273 5333