

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p>	SECURITY – COVERT SURVEILLANCE	Policy 5.5.1 Protocol 5
SECURITY PROTOCOL		

PURPOSE

In extraordinary situations the Bay of Plenty District Health Board (BOPDHB) may execute covert surveillance operations. This function may be carried out by external security contractors and persons designated by the Chief Operating Officer (COO) or relevant General Manager (GM).

STANDARDS TO BE MET

1. Conduct of Operations

- 1.1. Covert surveillance will only be undertaken in extraordinary situations and only after consultation and agreement, that is:
 - a) COO or the relevant GM is satisfied that there are reasonable grounds for the employer believing an employee is involved in an act of theft, or other serious offence while at work; and
 - b) General Counsel is satisfied that this case is not unlawful under the Privacy Act 1993.
- 1.2. Covert surveillance will not be carried out in areas where there is a high expectation of privacy; such as toilets or changing rooms.
- 1.3. Images and / or footage that are unrelated to the operation will be erased immediately.
- 1.4. Covert surveillance will cease once sufficient evidence has been collected.
- 1.5. On completion of the investigation and / or prosecution all data will be erased.

2. Processing and Disclosure of Data

- 2.1. All data processing and viewing will be carried out on a selected and approved BOPDHB workstation. Under no circumstances is this data to be transferred via electronic means to other BOPDHB workstations.
- 2.2. The viewing of relevant images and / or footage will be on a 'Need to Know' basis unless otherwise directed by the COO or relevant GM.
- 2.3. All images and / or footage that support the operation will be released to the NZ Police for the purpose of further investigation or prosecution.

3. Management and Protection

- 3.1. Images and / or footage related to the operation will be saved to a restricted folder located on the BOPDHB IT Network. In addition data will be labelled and recorded in the covert surveillance register.
- 3.2. The data released to the NZ Police to support an investigation or prosecution will be labelled, recorded and hand-delivered to the NZ Police. Under no circumstances will this data be transferred via electronic means.
- 3.3. All associated equipment and material will reside with the Security Manager and held in a secure area.

REFERENCE

- [Search and Surveillance Act 2012](#)

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board Security controlled documents

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Protocol Steward: Security Manager, HSS	Authorised by: Chief Operating Officer	