

Fonterra CCTV Privacy Notice

This Privacy Notice is designed to inform you of the scope of the personal information that the Fonterra collect with its Closed Circuit Television (CCTV) system and your rights in relation to that information. Nothing in this Notice limits or excludes your rights under the *New Zealand Privacy Act 1993*.

The information that is collected

Fonterra has CCTV monitoring and recording capabilities at selected sites. This include: manufacturing, warehousing and administration sites.

CCTV cameras are primarily located at pedestrian and vehicular entry/exit points.

Additional cameras are located throughout the plant covering sensitive areas and processes.

Signage advising of CCTV equipment will give notice of areas covered by such equipment.

The purpose of collecting the information

The CCTV system supports Fonterra compliance of Health and Safety and Food Safety and Quality requirements in addition to supporting crime reduction and damage to property.

Security and sharing of your information

Fonterra takes all reasonable steps to protect personal information against loss, manipulation, misuse and unauthorised access.

Fonterra has protections against unauthorised access to personal information.

Fonterra may make archived CCTV images available to official government agencies in accordance with *principles 10 & 11 of the New Zealand Privacy Act*.

The rights that individuals have to access the information

If you are recorded by Fonterra's CCTV cameras, you have the right to access that footage and to make any corrections so long as that information relates to you and is reasonably accessible.

The length of storage of footage varies between cameras so the information may not be available at the time of your request.

You may request confirmation of whether or not Fonterra holds personal information about you. You may request access to this information. Access will be granted unless one of the grounds for refusal, listed in the *New Zealand Privacy Act*, applies.

Contact details

Any queries regarding this Privacy Notice should be directed to:

*Group Security Manager
Fonterra
109 Fanshawe St
Auckland
New Zealand*

Fonterra CCTV Administration: System Authorisation

This document is required for compliance with the *NZ Privacy Act* and must be updated annually.

System Purpose:	Fonterra's use of CCTV is to: <ul style="list-style-type: none"> Deter and prevent theft. Comply with Health and Safety requirements. Comply with Food Safety and Quality requirements. Meet vendor agreements and expectations. Ensure only valid persons have access to restricted areas. Monitor plant, machinery and process to assist with site automation needs. 	
Expected Outcomes:	<ul style="list-style-type: none"> Visible CCTV signage and cameras deter to unlawful or non-compliant activity for a safer workplace. Site can respond more quickly to incidents, identify the cause, resolve the issue and reduce the likelihood of subsequent incidents. Evidential recordings are available to assist in employment, contractual or quality issues. 	
Technology of system to be installed:	All cameras will use digital IP connected to recording devices on each site. An overarching Video Management System provides managed access to live and recorded images.	
How the system is operated:	The VMS (Video Management Software) is used to provide managed access to approved users. The system may be monitored remotely by these approved users. Live images may display on monitors with consideration to oversight.	
How Privacy impacts will be addressed:	Access to the live and recorded images will be restricted to an approved user list. The images will be recorded for a reasonable period. They will be deleted immediately afterward. Any cameras with oversight into neighbouring properties can be masked if there is an objection. CCTV will not observe private areas such as ablutions and locker rooms.	
System Owner:	The Group Security Manager has accountability for security CCTV use in Fonterra. The application of CCTV systems for each site is the responsibility of the Site Manager or Site Security Manager.	
	User Name and Position	System Owner Approval
Recorded images available to:	<i>Group Security</i>	
	<i>Plant Manager</i>	
	<i>Facilities Manager</i>	
Live images available to:	<i>Security Admin</i>	
	<i>Facilities Manager</i>	
Notes:		
Last Updated on: (to be updated annually)		