

Invercargill Gymnastic Club Inc.

CCTV Policy



Introduction

The purpose of this policy is to regulate the use of Closed-Circuit Television (CCTV) and its associated technology in the monitoring of both the internal and external environments of the premises under the remit of the Invercargill Gymnastic Club Incorporated (“the Club”).

CCTV systems are installed on the premises for the purpose of enhancing security of the building and its associated equipment as well as creating mindfulness among the occupants, at any one time, that a surveillance security system is in operation on the premises during both the daylight and night hours each day.

CCTV surveillance at the Club is intended for the purposes of:

- Promoting the health and safety of staff, participants, and visitors.
- Support our Safeguarding and Child Protection Policy
- Protecting the Club buildings and Club assets, both during and after operational hours.
- Ensuring that the club rules, policies, and codes of conduct are respected so that the club can be properly managed.
- Reducing the incidence of crime and anti-social behaviour (including theft and vandalism).
- Supporting the Police in a bid to deter and detect crime.
- Assisting in identifying, apprehending, and prosecuting offenders.

Organisational Scope

This policy applies to the installation and use of Invercargill Gymnastic Club - owned video security and CCTV cameras in and around the Club’s facility situated at 22 Conway Crescent, Glengarry, Invercargill

All references to video security and CCTV systems throughout this policy are to those systems which were designed and installed with the intent and ability to record only video and/or to be monitored for the purposes of enhancing safety and physical facility security.

The policy governs all Invercargill Gymnastic Club - owned CCTV monitoring system installations following this policy's effective date.

Definitions

Principal CCTV Manager:	<i>Executive Committee member</i> - approved by the Executive Committee, designated to have oversight of the provision and management of video security and CCTV systems across the Club, and to ensure compliance with this policy.
CCTV Manager Person:	<i>Centre Manager</i> - approved by the Executive Committee to manage the provision of video security and CCTV systems.
Privacy Act:	Privacy Act 2020
Monitoring:	The watching of CCTV footage.
CCTV:	Closed circuit television used to transmit a signal to a specific place(s).
Club:	Invercargill Gymnastic Club.

Policy Content

1. Purpose of Monitoring Systems

- a. CCTV monitoring and access to CCTV recordings governed by this policy is permitted solely for the purpose of enhancing safety and security. This policy does not authorise use, interception, duplication, transmission or other diversion of video and CCTV technologies for any other purposes.
- b. In this policy, safety and security purposes are those which involve:
 - The protection of individuals (including, but not limited to, participants, staff, volunteers, and visitors).
 - The protection of the clubs-owned and/or operated property, buildings and critical infrastructure.
 - The taking of action under Invercargill Gymnastic Club policies and/or procedures if it is felt that the Club's policies and/or procedures have not been upheld.
 - The deterrence of criminal behaviour.
 - The investigation of criminal behaviour including the identification and apprehension of persons committing offences in or around the facility.

2. Protocol for the Use and Operation of Monitoring Systems

- a. CCTV monitoring and the use of video recordings will be conducted in a way that is consistent with this Policy and other relevant Club policies. The monitoring of images based on personal or demographic characteristics (e.g. race, gender, sexual orientation, disability, etc.) or to unreasonably intrude on situations where there is an expectation of privacy is prohibited under this policy.
- b. Cameras will be recording continuously (24 hours a day, seven days a week) and may also be monitored in real time in accordance with the provisions of this policy.
- c. Only staff or Executive Officers approved by the Executive Committee shall be permitted to monitor CCTV images and/or to have access to recorded footage. Approval for monitoring purposes shall be granted where such monitoring is relevant to the functions of the staff member's role. Access to recorded footage is governed by clause 5 below. Logs of all downloads must be recorded in a logbook to enable identification of the person undertaking the download. Download logs shall be available for audit purposes to the Executive Committee.
- d. All persons granted approval to monitor Invercargill Gymnastic Club CCTV systems must receive appropriate training in the technical, legal, and ethical parameters of appropriate camera use. Training shall include the proper operation of the equipment and infrastructure and, where appropriate, its maintenance.
- e. All approvals to monitor or download images must be recorded in writing and retained by the Principal CCTV Manager. All approved users must acknowledge in writing, receipt of training, their acceptance of this Policy, and acknowledge that any breach of the requirements of this Policy may result in disciplinary action under the terms of their employment with the Club.

3. Installation and Configuration of Monitoring Systems

- a. Cameras must be located and programmed to avoid capturing images of individuals in circumstances where they have a reasonable expectation of privacy including, but not limited to bathrooms, dressing rooms and locker rooms.
- b. Other than for installations approved under clause 4, signage advising that cameras are in operation shall be installed at sufficient appropriate locations to ensure as far as reasonably possible that users of an area are aware that they may be subject to CCTV surveillance. The signage shall say: "Crime Prevention Cameras Operating at all times in this Area" or other similar wording approved by the Club's Privacy Officer.

4. Records Retention

- a. Recordings will be retained for a period of up to 60 days (based on available storage space) at which time footage will be automatically overwritten or deleted manually by the CCTV Manager. Downloaded recordings will be retained for so long as is reasonably required for purposes consistent with this policy.
- b. Servers containing recorded footage will be housed in a secure location with access by authorised personnel only.

5. Use of Recorded Information

- a. The viewing, downloading and provision of recordings to others may be carried out only by the Principal CCTV Manager and CCTV Manager. Any downloading and provision of recordings shall be solely for a purpose recognised by this Policy. A written record of that purpose, signed by the person authorising the downloading, shall be made before any downloading is undertaken.
- b. The Club shall provide access to, or copies of, video recordings to the NZ Police in connection with any ongoing criminal investigation only upon receipt of appropriate documentation (Production Order/Search Warrant or other documentation establishing that release is justified under the Privacy Act 2020).

6. Privacy

The Club shall maintain the protection of individuals' privacy by:

- Ensuring information is collected for necessary and lawful purposes only.
- Taking reasonable steps to make individuals aware that information is being collected and the reason for such collection.
- Ensuring that information is collected in a fair manner.
- Requiring the appropriate storage and security of recorded information.
- Ensuring information is used only for the purpose for which it was collected.
- Complying with the Privacy Act 2020 relating to access to and retention and disclosure of information.

7. Complaints

Complaints regarding any aspect of the operation of CCTV cameras by the Club, including any complaint arising under this policy may be made to the Executive Committee.

Complaints shall be investigated by following the Club's complaints procedure through such process as the Executive Committee is satisfied provides the complainant a full and fair opportunity to advance their concerns while having matters determined in a timely manner.

