

# RSC CCTV Policy

## Overview

The Committee is always looking at ways to protect our building assets from unauthorised intrusion, malicious damage and theft from non-members, particularly when they are unoccupied. CCTV systems are a useful and common tool for doing so. They have become cheap enough and easy to use and the Committee believes now is a good time to use such systems at our buildings. We are very mindful of our duty to protect members and employee's privacy and will limit their use to specifically protect the buildings from intrusion, malicious damage and theft.

Cameras will NOT be installed in any bunkrooms, bunkroom corridors, bathrooms, toilets, employee bedrooms, kitchens, lounge and TV areas. " We aren't going to be spying on people going about their normal business, nor will our cameras be used to mediate disputes between members etc at our buildings.

## Purpose

RSC aims to provide a safe and secure environment to protect its employees, members, visitors and contractors/subcontractors. Closed Circuit Television (CCTV) Cameras are installed and operated for one or more of the following purposes:

- Facilitate employee, member and public safety.
- Improve security and deter criminal activity within or outside the premises.
- Protect the Clubs fittings/fixtures and assets.
- Monitor trespass or unauthorised access to the premises.
- Monitor compliance with the Clubs house rules, policies and procedures.
- Capture information that could be used to investigate crime, a health and safety matter, employee or member incidents and/or misconduct.
- To assist in effectively managing the organisation.
- The CCTV may also be used for ancillary purposes such as resource allocation and management.
- The CCTV is not intended for the monitoring of staff in their daily duties

## Scope

This policy applies to all employees, members, contractors, customers and the general public who may be on or near the Clubs premises. This policy applies to non-covert CCTV operating on or around the Clubs premises.

## Policy

1. The system may include, but is not limited to a range of CCTV cameras
2. Cameras may be located at various places at the facilities, premises and areas, and may be relocated from time to time. CCTV may cover (but is not limited to):
  - 2.1. Building entrance areas and areas immediately outside the buildings.

3. CCTV cameras are currently located in the following places:
  - 3.1. Building entrance at the "Chalet"
  - 3.2. Webcam located in Cooks room at the Lodge looking towards the Staircase.
4. Current Employees and Members will be notified if any cameras are added, or relocated.
5. Cameras will record video only.
6. Signage advising of CCTV equipment will be installed at entry points to the premises and close to the cameras where practicable.
7. Any employee or member incidents or misconduct detected by CCTV will be handled in accordance with the Clubs house rules, club policies and or constitution, workplace procedures, code of conduct, or employee's individual employment agreements.
8. Any criminal activity recorded on CCTV will be handled in accordance with the Club's house rules, Club policies and constitution, workplace procedures, code of conduct, employee's individual employment agreements and in accordance with the requirements of a criminal investigation.
9. The placement of any and all CCTV equipment will not unreasonably intrude on the privacy of individuals.
10. All cameras may operate 24hours per day 7days per week.
11. User access

<b>Full System Access to all CCTV camera features and programming</b>	Club IT Officer – Currently Matt Lamb
<b>Full system access to all CCTV camera features and programming for maintenance purposes</b>	Club IT Officer – Currently Matt Lamb
<b>Majority system access for all CCTV cameras on their site including some programming ability, live view, playback and export</b>	Club IT Officer and Current Executive Committee members and Administration Officer
<b>Live view and playback (no export)</b>	Club IT Officer and Current Executive Committee members and Administration Officer
<b>Live View only</b>	Club IT Officer and Current Executive Committee members and Administration Officer

12. CCTV footage storage
  - 12.1. CCTV footage is stored on a hard drive or similar storage device.
  - 12.2. Access to the hard drive is restricted to the authorised persons listed in clause 11.

- 12.3. CCTV footage will typically be stored for no more than 12 months unless warranted due to an investigation.
- 13. CCTV information access and the Police
  - 13.1. At the Club's sole discretion, a copy of footage may be given to the Police where any criminal activity is suspected or where requested in accordance with Police procedure.
- 14. CCTV information access by individuals
  - 14.1. Recorded footage is confidential to the Club. All requests to view footage relating to individuals will be referred to the Club Committee for consideration.
  - 14.2. At the Committees discretion, they may approve persons or entities that data may be disclosed to.
  - 14.3. A request by the public to view footage that contains information relating to other individuals must be in writing and will be dealt with as either:
    - 14.3.1. A matter to be referred to the Police or
    - 14.3.2. Where the footage requested for viewing only shows the individual who has made the request, the request will be dealt with in accordance to the Privacy Act 1993.
  - 14.4. Any request to view footage may be limited by the need to protect other persons' privacy. If a request to view the footage is unable to be granted without unreasonably breaching others' privacy, a written description may be provided by the Club of what they are doing in the footage.
- 15. Complaints
  - 15.1. Any complaint about CCTV is to be forwarded in writing to the Committee.

## **Policy Review**

The review time frame of this policy will typically be bi-annually.

## **Effective Date**

Policy in effect from: Sept 2022

Note to user: Please use this document to request a copy of recorded material.

**Request for a Copy of Recorded Material (CCTV Camera System)**

I request a copy of images recorded by RSC's camera surveillance system:

Name:			
Camera Location:			
The image relates to the following:			
Time:		Date:	
Location:			
I require a copy of the images for the purpose of:			
I acknowledge that I will not make a copy of these images or disclose the images to any other persons unless lawfully required to do so.			
Signed:			
Date:		Time:	

**NB: Must be completed by all persons requesting recorded information and then scanned and emailed to: [president@rsc.org.nz](mailto:president@rsc.org.nz)**

**Admin Use:**

Information supplied? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Name of signatory:	Signature: