



FRESHWATER SURF LIFE SAVING CLUB – CLOSED CIRCUIT TELEVISION POLICY

1. PURPOSE OF POLICY

To clarify the use by the club of close circuit television cameras (CCTV) which have been approved by the Executive Committee to be installed inside and around perimeter of the club.

2. REASONS FOR CCTV

The purpose of the cameras is to –

- deter people engaging in anti-social and illegal activity which impacts on the overall amenity of the club;
- better protect the club's property, gear and equipment from damage and or theft;
- better protect individual members' gear and equipment from damage and or theft while it is on club premises;
- assist in the identification of members of the public who engage or are suspected of engaging in illegal and or anti-social behaviour in and around the club;
- assist in the identification of members of the public who trespass onto the club premises without reasonable cause;
- assist in the identification of members who engage in or are suspected of engaging in serious misconduct in and around the club (refer to clause 7 for meaning of serious misconduct).
- assist in detecting any activity which can reasonably considered not in the best interests of the club or its members.

3. RETENTION OF CCTV FOOTAGE

Footage captured by the CCTV shall be kept for a period of twenty eight (28) days.

4. SECURITY OF INFORMATION

Footage will be retained securely on the club's computer system and will be accessible only by people authorised by the Executive Committee or others as may be authorised or required by law.

The administration officer is responsible for ensuring footage is securely retained and appropriately accessed

5. ACCESS TO INFORMATION BY AUTHORISED PEOPLE

- (i) Only authorised people may access the footage. Those authorised to access the footage are the –
- President
 - Executive Officer
 - Director Facilities
 - Administration Officer
 - Caretaker (s)



- (ii) Access to the footage by authorised people must only be for a purpose outlined in section 2 of this policy.
- (iii) The administration officer and or caretaker may also access the footage to ensure the on-going integrity of the CCTV system and record keeping process.

6. DISCLOSURE OF INFORMATION TO OTHER PEOPLE

(i) Anyone who believes they may be depicted may request to view the footage provided there is a reasonable cause for doing so. Any viewing of the material must take place in the company of one or more of the authorised people referred to in clause 5(i). The viewing is to be arranged at a time that is convenient to both parties.

(ii) If requested by police or council as part of any on-going criminal investigation or council enforcement issue, footage may be shown to a duly authorised police officer or council officer. If considered necessary by police or council officers, a copy of any footage viewed may be provided upon request.

(iii) If an authorised person believes footage which identifies a person engaged in anti-social or criminal behaviour in or around the club should be reported to the police, the authorised officer shall first bring the matter to the attention of the Executive Committee. The Executive Committee shall then decide whether the police should be notified and or given access to or provided with a copy of the footage.

(iv) Footage may be disclosed if required by law.

7. USE OF INFORMATION IN RELATION TO MEMBERS ENGAGING IN SERIOUS MISCONDUCT

Footage must only be used for the purpose of identifying members who engage in or are suspected of engaging in serious misconduct. It shall not be used for minor infringements of club rules. For the purposes of this policy, "serious misconduct" includes but is not limited to –

- Engaging or attempting to engage in criminal activity
- Actively allowing non-members to access club change rooms and other areas which are for members only without reasonable cause
- Accessing change rooms of the opposite sex without reasonable cause
- Repeated misuse of club gear or equipment

8. DESTRUCTION OF INFORMATION

Subject to any requirement to retain information for police or council officers in relation to any on-going investigation, the Administration Officer shall arrange for CCTV footage to be destroyed after the retention period referred to in clause 3.

9. NOTIFICATION TO MEMBERS AND GENERAL PUBLIC

The Executive Committee shall ensure that appropriate signage is displayed in and around the club advising club members and members of the general public of the existence of the CCTV.