**SOUTH NARRABEEN SURF LIFE SAVING CLUB-CLOSED CIRCUT TELEVISION POLICY.**

1. **PURPOSE OF POLICY**

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

1. **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 around the club (refer clause 7 for serious misconduct).
* Assist in detecting any activity which can reasonably considered not in the best interests of the club or its members.

1. **RETENTION OF CCTV FOOTAGE.**

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

1. **SECURITY OF INFORMATION**

Footage will be retained securely on the club’s computer system and will be accessible only by people authorized by the Board or others as may be required by law.

The Director of Administration is responsible for ensuring footage is securely retained and appropriately accessed.

1. **ACCES TO INFORMATION BY AUTHORISED PEOPLE.**
2. Only authorised people may access footage. Those authorised to access the footage are the-

* President
* Director of Administration
* Director Facilities

1. Access to the footage by authorised people must only be for a purpose outlined in section2 of this policy.
2. The Administration Director may access the footage to ensure the on-going integrity of the CCTV system and record keeping process.
3. **DISCLOSURE OF INFORMATION TO OTHER PEOPLE.**
4. Anyone who believes they may be depicted may request to view the footage 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.
5. If requested by police or council as part of an 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.
6. 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 office shall first bring the matter to the attention of the Board. The Board shall then decide whether the police should be notified and or given access to or provided with a copy of the footage.
7. Footage may be disclosed if required by law.
8. **USE OF INFORMATION IN RELATION TO MEMBERS ENGAGING IN SERIOUS MISCODUCT.**

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 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.

1. **DESTRCUCTION OF INFORMATION.**

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

1. **NOTIFICATION TO MEMBERS AND GENERAL PUBLIC.**

The Board 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.