



CCTV Policy

Beachmere HUB CCTV Policy



Policy Statement

The purpose of the Closed Circuit Television system (CCTV) at Beachmere Hub is to provide BANG committee, staff, contractors and sub-contractors, volunteers, visitors and guests with a safe environment in which they can work and make use of the venue. It also provides added security to residents in the surrounding area.

The provision and use of CCTV supports the maintenance of this environment by ensuring an appropriate level of surveillance of committee, staff, contractors and sub-contractors, volunteers, visitors and guests to the venue.

It also provides enhanced capability to protect the Beachmere Hub assets against vandalism and theft. The visual presence of CCTV cameras provides a strong deterrence against inappropriate behaviour, and will often serve to reassure visitors that they are protected whilst within the venue.

This policy details the way that the CCTV system will operate in providing that security; whilst ensuring that the privacy of individuals is protected in accordance with relevant Information Privacy Principles set out in the *Information Privacy Act 2009*.¹

The operation of the CCTV system will be:

- in accordance with Australian legislative requirements and applicable laws;
- operated ethically with due regard to the privacy and civil liberties of committee, staff, contractors and sub-contractors, volunteers, visitors and guests;
- operated, maintained and monitored in accordance with this policy and guideline for the ethical use of the CCTV system.

DEFINITIONS

Venue Approach and Use

Closed-Circuit Television operates through the use of dedicated cameras to transmit a video image to a specific set of monitors and secondary devices. Access to the images shown on these monitors is restricted to authorized persons from Beachmere HUB who are limited to use information gathered for the following security purposes:

1. To prevent, deter and detect contravention of irresponsible or illegal behaviour.
2. Collect information on any incident that breaches the Venue's Conditions of Hire.
3. The provision of visual coverage for the management of emergencies.

Access to the CCTV recorded footage is limited to authorised staff, authorised Police and Security Personnel with a legitimate reason to view and/or otherwise use the captured footage, including the provision of evidence in support of prosecution of criminal or illegal behaviour.

¹ <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/InfoPrivA09.pdf>

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Authorisation to review any footage may be given to relevant parties, on a case by case basis, which will be determined at the discretion of at least two members of the Management Committee. In this instance, footage is required to be viewed in an area where members of the Management Committee are in attendance. (Refer Appendix A.)

Any use of this system or material produced which is frivolous, or for private purposes, or is otherwise inconsistent with the purpose and procedures outlined within this policy will be considered gross misconduct, and legal action will be taken against anyone in breach of this policy.

Appropriate signage has been installed at entrance points and in either the immediate or general vicinity of cameras to advise that cameras are in operation.

Control of CCTV cameras

Cameras will be positioned in a way that does not intrude to an unreasonable extent on the privacy of individuals. Cameras will not be positioned to look into or monitor adjacent or nearby premises or buildings, except for following (in real time) participants in a situation of concern. CCTV cameras will not be used in toilets.

The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Operating Staff Rules

Authorised persons involved in the operation of the CCTV system are expected to exercise care to ensure appropriate viewing of cameras and to prevent improper disclosure of the recorded material.

All staff will be briefed on the requirements of this policy, and advised that disciplinary procedures will apply in the event of any inappropriate actions.

Storage of Footage

Electronic media is kept for up to 14 days. If no request has been made to view or access footage during this 14 day period, the electronic media is destroyed.

Key Contact Details

BANG Management Committee	0456 818 017
President	president@bang.org.au
Secretary	secretary@bang.org.au
Treasurer	treasurer@bang.org.au

This CCTV Policy was produced in June 2020.

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Appendix A

**BEACHMERE HUB
CCTV VIEWING OR COPY REQUEST FORM**

Person Requesting Viewing / Copy: _____

Authorised by: _____

Date of Viewing or Copy Supplied: _____ Time: _____

Name of Persons viewing image / requesting copy:

Name:

Title/Position of Responsibility:

_____	_____
_____	_____
_____	_____

Reason for Viewing / Copy:

Summary of Footage Viewed / Copied:

Outcome/Follow Up Action:

Auth Committee Member 1: _____ Date: _____

Auth Committee Member 2: _____ Date: _____