

Policy Name: CCTV Camera

Policy No: BHFC03

Issue Date: 03-Oct-2019

Previous Issue Date: n/a

Revision No: 0

Next Revision Date: 03-Oct-2020



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1. Purpose and Scope

The purpose of this policy is to govern the use of a CCTV system on Burnside Heights Football Club premises as an incident risk management tool.

CCTV cameras will be clearly visible. Signs will be at each entrance to notify people that they may be under surveillance. Burnside Heights Football Club Inc (BHFC) will comply with the Privacy Act 1988 (Cth) and The Privacy and Data Protection Act 2014 (Vic) when collecting personal information through surveillance.

2. Policy

To assist in providing the safe physical environment a CCTV surveillance system at Burnside Heights Football Club is to be installed in high risk areas that has been subject to theft and vandalism. The areas to be targeted for CCTV is the canteen, clubrooms and storage sheds.

Guidelines

BHFC will operate only overt camera surveillance to observe personal or property security and unlawful activity.

General Issues for Overt Camera Surveillance:

Objectives of camera surveillance

In the security context, camera surveillance is generally used to achieve the following objectives:

- To deter security incidents e.g. theft, vandalism, violence etc.
- To gather information that may be used in evidence if a crime is committed within view of the camera (assuming the camera is recording).
- To allow a security incident to be viewed as it is occurring and an appropriate response to be raised.

BHFC authorised camera surveillance users are:

- President.
- Vice President.
- Treasurer.
- Secretary.

Monitoring of camera surveillance

Continuous Monitoring:

- In the situations listed above, the camera will only achieve its objectives if it is being continuously monitored or being managed in a way that ensures an appropriate response is activated in the event of a violent incident.

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- BHFC has adopted a strategy of continuous monitoring via a control panel, portable remote devices and will ensure that authorised users involved in these surveillance activities are appropriately trained and comply with Privacy legislation.

Non-Continuous Monitoring:

- Where continuous monitoring of CCTV in higher risk areas is not feasible the following strategies, as a minimum, are to be implemented:
 - The CCTV is continuously recorded with archived images stored for up to 21 days.
 - A physical security response is mobilised where the fixed alarm is activated.

Use and disclosure of surveillance records

Any record made as a result of surveillance not be used or disclosed unless the disclosure is:

- For a legitimate purpose related to the activities of BHFC.
- To a member or officer of a law enforcement agency (eg Police) for use in connection with the detection, investigation or prosecution of an offence.
- For a purpose that is directly or indirectly related to the taking of civil or criminal proceedings.
- Reasonably believed to be necessary to avert an imminent threat of serious violence or of substantial damage to property.

FURTHER INFORMATION:

**President
Treasurer**