

Upper Hutt Roller Skating Club

CCTV Policy



Closed Circuit Television

For the purpose of this policy, the CCTV is a collection of four Swann cameras which only start recording when sensing movement. The system is non-covert CCTV, therefore the cameras are visible and people are notified of the cameras when entering the premises.

Purpose of the system

The purpose of the CCTV is primary focused on safety and protection of property.

1. To enhance the safety and security of our skaters.
2. To protect our property from unlawful damage.

Responsibility of the system

The system will be primarily operated by the committee of UHRSC, specifically the person who is nominated Security Officer. The Security Officer will:

- Oversee the operation of the cameras
- Respond to any enquiries from members, hirers, or the public
- Ensure the implementation of this policy.

Operation of cameras

The cameras have the ability to operate 24/7, however they commence recording once movement is detected. The cameras will be able to record sound and motion in the following areas only:

- The entry to the rink and the main rink area
- The figures floor.

The cameras **will not** be able to record any of the toilets or the changing room areas.

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Access and storage of images

The following procedures will be used to view and store the images:

- The images will be uploaded to a secure local storage platform. These images will be able to be view on site, from a locked cabinet, as the system requires administrator to be on the same Wi-Fi network.
- The local storage platform is secure and has password protection. Only the Security Officer and the Executive will have access to the password, and will be able to see any videos. .
- Videos will not be kept for longer than one month, where it will be automatically deleted off the local storage platform. The only exception to this is if the footage has been saved or exported as required by law.

Collection of personal information:

The videos will only be used for the purpose stated in the “purpose of the system” section above.

In addition to this we may also disclose personal information for the following reasons:

- The use or disclosure is necessary for court proceedings
- The use of disclosure is necessary to enable public sector agencies to uphold the law.
- The individual has consented to the use or disclosure.

Individuals may request to view or have copies of their own information. Should the committee receive a request, the committee will need to determine whether this

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information is readily available, and whether it will breach other people's privacy.
breach other people's privacy. determine

The process for individuals requesting video footage is as follows:

1. The individual will formally request the information, from the Secretary specifying the time and date.
2. The Secretary will confirm receipt of the request.
3. Within one month the President will look at the information requested to determine if it is readily available.
4. If the information is readily available and won't breach other people's privacy the information will be released.

Use of videos

The videos will only be viewed should

- the committee receive a request for footage (related to the purpose)
- the premises suffers damage from an unknown origin
- the committee believes there are unsafe practices occurring at the rink
- The committee needs to review footage to maintain site access control.

Should the videos need to be reviewed the following process will occur:

1. The committee will receive notice of any complaint, potential unsafe activity or incident
2. The Security Officer will be provided the date and estimated time of the event, and will review the videos on the local storage platform.
3. Should action be required, the Security Officer will discuss it with both a member of the Executive and the relevant party. This may be the committee or police. Any videos that include other individuals (not included in the investigation) will have their privacy protected.
4. Any images released will be in accordance with this policy and the Privacy Act 2020. Copies are available on the UHRSC website

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Review process

The following checklist will be reviewed in June every year.

Purpose				
Relevant guidelines	Actions and practices	Date checked	By	Date of next review
Section 2 Guideline 2.3	Responsibility: There is a named individual who is responsible for the operation of the system.			
Section 3 Guideline 3.1	Equipment: You have chosen CCTV cameras and other equipment that are suitable for your purpose (outlined above) and they are operating properly.			
Section 3 Guideline 3.3	Unintrusive camera locations: The CCTV cameras are not located in places that intrude on the privacy of individuals (such as bathrooms, backyards, through windows etc).			
Section 4 Guideline 4.2 and 4.3	Signage: There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system, your name and contact details are displayed on the signs.			
Section 5 Guideline 5.1	Limits to time when cameras operate: CCTV cameras only operate when necessary, such as during opening hours or days and times of the week when crime peaks.			
Section 6 Guideline 6.2	Use and disclosure of CCTV images: You only use or disclose CCTV footage for the purpose outlined above and not for any other reason.			
Section 7 Guideline 7.1	Security of CCTV images: Images are transmitted and stored securely.			
Section 7 Guideline 7.2	Limited retention periods: Recorded CCTV images are kept for a specified time. This time period must not be longer than is necessary to achieve your purpose outlined above.			
Section 8 Guideline 8.2	Access to CCTV images by individuals: Individuals can access CCTV images of themselves, but you also protect the privacy of others in the footage.			
Section 8 Guideline 8.4	Log of access: You keep a log of who has accessed your CCTV footage, including access by individuals and the Police.			
Section 9 Guideline 9.3	Regular review: You do regular checks to ensure the system is working properly.			