Wantirna South Junior Football Club - CCTV POLICY

# Primary Purpose and Objective

With the establishment of an external storage shed and electronic scoreboard together with updated clubroom facilities including electronic blinds and new audio equipment, Wantirna South Junior Football Club (WSJFC) has installed surveillance cameras and alarms to assist the management and security of its facilities, to deter crime and contribute to the safety for all using our facilities.

# Resources

There are eight (8) cameras operating on a 24/7 basis in and around the clubhouse and external storage shed and scoreboard. Prominent signage has been posted on the clubhouse and shed external and internal walls.

# Collection of CCTV data

Collection of CCTV data collects personal information only by lawful and fair means and not in an unreasonably intrusive way.

Vision from all eight (8) cameras is automatically electronically recorded. To optimise storage capacity internal motion detection sensors are used to trigger the commencement of recording. Typically the system will store video for approximately a week after which it is automatically overwritten.

The video on the system is available for live monitoring or playback either locally at the unit or remotely on appropriately equipped devices.

To access video locally, the controls located in the clubhouse bar and kitchen storeroom (accessible by WSJFC Committee) must be used. Keys for access to the bar and kitchen storeroom are held by:

* WSJFC President
* WSJFC Football Operations
* WSJFC Other

To view video remotely the following WSJFC personnel had have devices suitably equipped:

* WSJFC President
* WSJFC Other

WSJFC personnel with system administrator rights, and who are able to modify access rights are:

* WSJFC Luke McMillan
* WSJFC Other

Any modification of the above access rights to the surveillance system requires prior approval of the WSJFC Executive Committee, and that this policy be immediately updated accordingly. This policy was last updated on XX/XX/202X.

# Monitoring of CCTV data

WSJFC personnel that have access to the surveillance system are able to monitor the live video at any time.

# Incidents and Requests

Should there be an incident or request for which recorded video is required, one of the WSJFC System Administrator personnel, in the presence of one of the WSJFC Executive Committee, shall copy the required video and export it to an external storage device. The external storage device shall be provided to the WSJFC Secretary for the incident or request investigation. A copy of the video shall be held by the WSJFC System Administrator personnel for safe-keeping for the duration of the incident or request investigation. Both copies of the exported video shall only be destroyed after decision of the WSJFC Executive Committee or as directed by external legal entities.

The incident or request must be reported as soon as possible after the event as the duration of video storage on the system is limited (to approximately one week).

Incident reports or requests for video footage are to be directed to:

# WSJFC President - president@wsjfc.org.au or

* **WSJFC Secretary -** **secretary@wsjfc.org.au**

Copy and export of the required video must be arranged within 48 hours of receipt of the incident or request.

All incidents reported and requests for footage are to be recorded by the WSJFC Secretary in a register which is reviewed at each WSJFC Committee meeting.

Recorded footage is subject to release under the FOI Act and WSJFC will abide with directions issued by law enforcement agencies.

# Disclosure

CCTV footage and records will only be used and disclosed to a third party in accordance with the primary purpose of collection. In addition, reasonable steps will be taken to protect information gathered through the CCTV from misuse or inappropriate disclosure.

# Data Security and Records

WSJFC will store and secure copied CCTV footage in a manner that protects the integrity of the information; and protects the personal information it holds from misuse, loss, unauthorised access, modification or disclosure.

# Disposal

In general, the surveillance camera footage is temporary and is automatically destroyed unless specific actions have been taken to store video in response to an incident and/or request.

However, when footage is used to investigate and document specific incidents, WSJFC may need to retain the footage for longer periods. For example, records relating to a death or serious injury in a council provided community service are permanent and may not be destroyed.

# Privacy

Use and disclosure of CCTV footage and personal information will be in accordance with privacy laws. Information gathered by WSJFC as a result of the CCTV system will only be shared with other WSJFC personnel on a need to know basis.

# Inappropriate use and breach of policy

You may make a complaint about the way in which we have handled CCTV footage and personal information contained therein to:

# WSJFC Secretary - secretary@wsjfc.org.au or

* **Knox City Council, Team Leader Leisure Development, 9298 8000,** **knoxcc@knox.vic.gov.au**

**Accountability, audit and evaluation**

WSJFC will regularly report on the operation of the CCTV system against the objectives and purpose of the system and against documented performance standards. A CCTV incident, request and disclosure register will be maintained. WSJFC will also conduct regular audits of the CCTV system and appropriate action plans formulated to address any deficiencies.

# For further information regarding this policy, please contact XXX on XXXX or XXX@wsjfc.org.au