

Hallyburton Johnstone Sports Club Inc.
POINT CHEVALIER BOWLING CLUB
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POINT CHEVALIER BOWLING CLUB PRIVACY POLICY

Privacy Policy

Your privacy is important to us. This privacy policy discloses why Point Chevalier Bowling Club collects CCTV Camera footage and images, how we use the information collected, and how you may access images of you.

Purpose

The purpose of having CCTV cameras is to:

- a. Have an additional deterrent to crimes other than intruder sensor alarms
- b. Be able to assist Police with investigations into unlawful activities
- c. Protect members' personal property e.g. bowls and personal items in lockers, from the unlawful acts of people
- d. Protect the Club's finances and assets from wilful damage or theft
- e. To facilitate the detection and capture of evidence of crime, deliberate damage, or other misconduct.

Office of person responsible for Cameras

The Security Officer will:

- a. Oversee the workings of the Cameras.
- b. Deal with any problems or issues.
- c. Undertake development of Policy and the training of designated Club staff as to the Privacy Principles and legitimate use of the Cameras.
- d. Ensure the Cameras' recordings are kept secure and available only to those who are approved to view them.
- e. Publish this policy on the Club's website page.
- f. Ensure good practices are maintained in keeping with this Privacy Policy.

The Club's Manager will:

- a. Take responsibility for enquiries from members, guests and visitors
- b. Ensure the Cameras' recordings are kept secure and available only to those who are approved to view them
- c. Regularly check the equipment, review and evaluate the systems effectiveness
- d. Maintain signage alerting members and visitors to the existence of the Club's Cameras
- e. Delete recordings after 30 days.
- f. Publish this policy on the Club's website page.

Policy

1. The Club Manager and Committee Members of the Club will only use Camera images for which they were intended as outlined under "Purpose" in this Policy.

2. CCTV Cameras

- 2.1 CCTV Cameras will be recording 24/7 in designated locations around the club rooms.
- 2.2 CCTV Cameras will record video only.
- 2.3 CCTV Cameras will not record any audio at any time.
- 2.4 The Audio Out feature on the CCTV cameras will not be used at any time.

3. Signage advising of CCTV equipment will be installed at entry points to the premises and close to the cameras installed.

4. Live Access

- 4.1. Live footage of CCTV can be viewed by authorised personnel from within the club facilities for security purposes only and cannot be recorded/saved.
- 4.2. Live Footage cannot be viewed from outside of club facilities.

5. CCTV footage will be saved on a hard drive for 30 days and will then be deleted.

6. CCTV Access

- 6.1. Access to the footage saved by CCTV Footage is restricted to the Club's Manager, Security Officer and President.

- 6.2. Any footage accessed, will be viewed by two of the above-named personnel, and the viewing will be recorded the following information:

- Names of People who accessed.
- Date and Time footage was accessed/saved.
- Date and Time period of the footage accessed
- Reason for viewing the footage.

- 6.3. At the Executive Committee's discretion, a copy of footage may be given to the Police, where any criminal activity is suspected or where footage is requested in accordance with Police procedure.

- 6.4. Live footage viewed by the authorized personnel cannot be recorded or saved. If there is an issue arising from live footage, the request to view footage must be made in writing to the Security Officer

- 6.5. Members and Visitors to the Club have the right to Access footage of themselves, provided the images do not include and breach the privacy of third parties.

- 6.6. All requests by individuals/public to view footage must be made in writing and must be made within 21 days and are to be referred to the Security Officer:

- 6.6.1. Any requests made to the Security Officer to view footage will be addressed and responded to within 10 working days of the request being made:

- 6.6.2. Should the Security Officer be unavailable when a request is made. The request will be forwarded to the President for review.

- 6.6.3. Where the footage requested only shows the individual who has made the request. The footage will be saved, and a viewing time will be arranged with said individual and two of the authorized executive members/Club's Manager.

- 6.6.4. Any request to view footage may be limited by the need to protect other persons' privacy. If a request to view the footage is unable to be granted without unreasonably breaching others'

privacy, a written description may be provided by the Security Officer of what they are doing in the footage.

6.7. Once an issue has been resolved. All saved footage from that incident should be erased.

7. Any complaints regarding the CCTV are to be forwarded to the Security Officer and will be discussed and addressed at the next possible Club Executive meeting.