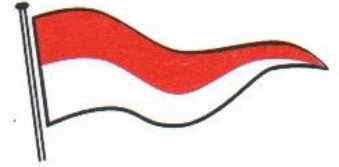




BLAIRGOWRIE

YACHT SQUADRON INC.



Reg. No. A0023156G ABN 64 825 467 ٤١٧

Policy

Title:	CCTV Privacy Policy
Adopted at Meeting:	20 th August 2017
Date Effective:	September 1st, 2017
Version:	1.

Introduction

BYS's premises are protected by Closed Circuit Television (CCTV).

BYS is committed to ensuring that personal information collected by it is dealt with in accordance with *the Australian Privacy Principles 2014*.

Policy

BYS uses CCTV systems for 24-hour video surveillance, which monitors and records activity in the following areas:

- the main club building including the entrance, foyers and main rooms of the premises
- the external walls of the club building, the driveway, the side of the premises and car parks
- Scott's shed both externally and within the building
- the marina including the jetty

Procedure

The purpose of this monitoring and recording is to provide a safe and secure work environment for BYS staff and visitors as well as members of the public. It also provides a deterrent to potential loss or damage to property and records any incidents.

Video surveillance is only being used to deter any form of aggressive, harmful or unlawful behaviour and to assist in identifying offenders. Should an incident occur, the recordings may be provided as evidence to law enforcement authorities, such as the police to assist with investigations or enquiries. CCTV and video footage is **not** used to monitor staff or members. However, it may be used to investigate allegations of serious misconduct by staff or members.

The images recorded by the cameras are securely stored as digital files within the CCTV software, which is only accessible to staff or the General Committee. The digital files are stored for a maximum of 30 days after which they are programmed to be automatically erased unless required by law enforcement authorities. Controlled access to the secured footage is strictly maintained. Copies of recordings will not be made for other purposes unless they are relevant to the purpose of surveillance or are required by law. Any copies made are stored in a securely lockable area.

Circumstances under which recordings will be shown to a third party include, unlawful acts (police), occupational health and safety complaints (eg Workplace Health & Safety Officer and BYS'S Insurer), and when otherwise required by law (eg court order).

Review Cycle: 2019