

# **BURNSIDE BOWLING CLUB PRIVACY POLICY AND CCTV CAMERAS**

## **Privacy Policy**

Your privacy is important to us. This privacy policy discloses why we collect CCTV Camera (Cameras) images, how we use the information collected and how you may access images of you.

## **Evaluation**

An evaluation of the Burnside Bowling Club's (the Club) security needs revealed that Cameras were the best "fit for purpose" as outlined under "Purpose" in this Policy

One of many factors in the evaluation process was a recommendation by Police to install Cameras following a burglary of the Club's premises.

## **Purpose**

The need 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.

## **Business Plan**

A simple Business Plan incorporates all that which is covered by this Privacy Policy on Cameras.

## **Office of person responsible for Cameras**

The Club's House Manager will;

- a. Oversee the workings of the Cameras
- b. Take responsibility for enquiries from members, guests and visitors
- c. Deal with any problems or issues
- d. Undertake development of Policy and the training of designated Club Officers as to the Privacy Principles and legitimate use of the Cameras
- e. Ensure the Cameras' recordings are kept secure and available only to those who are approved to view them
- f. Regularly check the equipment, review and evaluate the systems effectiveness

- g. Maintain signage alerting members and visitors to the existence of the Club's Cameras
- h. Publish this policy on the Club's Home website page
- i. Delete recordings after six months
- j. Ensure good practices are maintained in keeping with this Privacy Policy.

**Use of Cameras images**

- a. Designated Officers of the Club will only use Camera images for which they were intended as outlined under "Purpose" in this Policy.
- b. The accuracy of the images will be checked carefully before they are used.
- c. No images will be publicly disclosed.

**Retention of Cameras footage**

Images will be stored for up to 6 months and then deleted.

**Access to Cameras images**

Members and visitors to the Club have the right to access Cameras footage of themselves provided the images do not include and breach the privacy of third parties.

Requests are to be made in writing to the Club outlining the detail required.

The Club will respond to such requests in writing within 20 business days.

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