



CCTV Policy

Purpose

This Policy explains the management, operation and use of the closed-circuit television (CCTV) system at Elphin Sports Centre (The Centre).

This policy aims to ensure the protection of individual privacy rights, maintain the integrity of the footage, and comply with relevant laws and regulations governing the use of video footage.

Scope

This policy applies to the installation of CCTV cameras at The Centre and the use and disclosure of any footage produced by those cameras.

This policy applies to all employees, contractors, and third parties who have access to or are involved in the handling of footage collected by The Centre.

Policy

Elphin Sports Centre is committed to providing a safe environment for the community, including all players, coaches, volunteers, and spectators who visit The Centre, as well as those who work in the Centre.

The CCTV system exists to assist the Centre in fulfilling this commitment and to prevent and manage other inappropriate behaviour in and around the venue.

The CCTV system provides enhanced capability to protect The Centre's assets against vandalism and theft.

The CCTV system strengthens The Centre's security by providing an appropriate level of surveillance around the venue, both inside and out, and assists The Centre to take all reasonable steps to prevent reasonably foreseeable harm on The Centre's premises (duty of care). The presence of CCTV cameras deters misconduct and inappropriate behaviour and reassures staff and visitors that they are protected when on The Centre's grounds.

This policy describes how our CCTV system does this, consistent with Tasmanian privacy law.

1. Use of CCTV Footage

Consistent with The Centre's obligations set out above, Elphin Sports Centre may use CCTV cameras to:

- Prevent and verify incidents involving but not limited to:
 - Criminal behaviour – of anyone on The Centre's premises and grounds.
 - Staff misconduct.
 - Anti-Social Behaviour.
 - Issues within Sporting Events, including use for Sporting Tribunal or to Verify whether a breach of a sporting code of conduct has occurred.
 - Other inappropriate behaviour – including of staff, visitors or members of the public.
- verify other incidents – involving staff and visitors (e.g. incidents in which a person has sustained injury, loss or damage on The Centre's Grounds)
- by staff to monitor building and occupancy
- to provide management of The Centre with visual coverage during emergencies.

Any editing or manipulation of camera footage is strictly prohibited, except for purposes of enhancing clarity or resolution, and must be documented.

2. Location of CCTV cameras at Elphin Sports Centre:

There are multiple cameras around the Elphin Sports Centre, including:

- Covering the Main Carpark
- Main Entry and Foyer Spaces
- Corridors
- Mezzanine
- Dowling Street Entrance, Martial Arts & Shipping Container
- All Multipurpose Halls & Table Tennis
- Office Spaces for Elphin Sports Centre, Launceston Basketball Association and Basketball Tasmania

The Centre's CCTV cameras are NOT:

- hidden or covert.
- located in private areas such as toilets & changing rooms.

The Centre's CCTV cameras do not record any audio.

Signs are placed at the Main Entry points to alert people to the presence of the Cameras in the Building, and a link provided to view this policy on the Elphin Sports Centre Website

3. Supplying of CCTV Footage

The CCTV Footage from The Centre is only supplied for use as outlined in the 'Use of CCTV Footage'.

Requests for access to the footage must be in writing to The Centre, and include the following information:

- Name of Person Requesting Footage
- Date of Requested Footage
- Approximate Time of Requested Footage
- Camera/s or location within the Elphin Sports Centre precinct
- Reason/s and Intended use for the Footage.

Where footage is requested for use for a review of an incident directly related to a sporting activity, including but not limited to sporting tribunal, approval must also be provided by the relevant sporting association/organisation that the footage is approved to be supplied.

4. Request Review Process

When a request comes through, it shall be reviewed by The Centre Manager, or their Authorised representative.

Requests will be approved/denied on a case-by-case basis, taking into consideration the reason/s and intended use of the footage.

The Centre Manager, or their Authorised representative, having the final say as to whether the footage will be provided, and any requirements on how the footage will be supplied or accessible.

5. Storage, Retention and Security of Footage

CCTV footage is kept for no more than approximately 45 days on a rolling window where footage older than 45 days is deleted. If The Centre has not used CCTV footage in any of the ways set out above, and there has been no request to view or access footage during this period, the oldest footage is overwritten.

Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons or for use at a later time for an approved use of the footage, The Centre will manage and securely retain the footage in accordance with records management requirements as issued by the Public Records Office of Tasmania. Once footage is no longer required, it is securely deleted or destroyed.

6. Access Control

Access to camera footage is restricted to authorised personnel on a need-to-know basis, which may include training purposes.

Current Authorised personnel list is maintained by The Centre Manager.

Employees are briefed on the proper handling and confidentiality of camera footage.

Access to camera footage must be logged and monitored to track who accesses the footage and for what purpose with records available upon request.

Review Period

This document is reviewed at minimum bi-annually and any revisions listed in the below table for reference.

Table of Revisions

<i>Date of Revision</i>	<i>Revisions to Policy</i>
April 2024	Initial Version
June 2024 (Version 1.1)	Updated Supply of Footage to include approval by sporting organisations/associations for requests for sporting tribunals Added section for Request Review Process