

CCTV POLICY

Marlborough Youth Trust is responsible for ensuring the safety of MYT employees, contractors, volunteers, visitors, facilities and assets. This policy is the framework for the application of CCTV surveillance systems at My Space.

Definitions:

CCTV: closed circuit television. This is reference to a camera surveillance system that captures images and sound of individuals or information relating to individuals.

My Space: The MYT facility, where the CCTV is operating.

Responsibility:

Access to My Space CCTV is restricted to the MYT Chairperson and MYT Manager. From time to time, this may be access by authorised person/s during a maintenance check.

Privacy Act:

The operation of CCTV means that images and/or sound recordings of identifiable individuals will be collected, held and disclosed by MYT. Compliance with the Privacy Act principles is required by all MYT employees. A privacy notice attached as Appendix 1, will be available to the public on the MYT website or in hardcopy at the MYT Managers office.

The System:

1. The system may comprise but not limited to, a range of: fixed positioned cameras, pan tilt and zoom cameras, sound records, monitors, multiplexers, digital recorders and public information signs.
2. Cameras will be located at various places throughout My Space and may be relocated from time to time. CCTV may cover, but is not limited to:
 - a. Reception area
 - b. Bathroom corridor
 - c. Garage area section/mezzanine floor
 - d. Upstairs hallway/rooms
 - e. General circulation/corridors
 - f. Areas where employees may interact with the public
 - g. External areas of the premises i.e. carpark

3. No camera will be hidden from view.
4. Signage advising of CCTV equipment will be visible to the public and at entry/exit points of My Space. The MYT website will also notify visitors that CCTV is operating on site.
5. Any employee misconduct will be handled in accordance with MYT policies and procedures.
6. Any criminal activity recorded on CCTV will be handled in accordance with MYT policies and procedures.
7. The placement of any CCTV equipment will not unreasonably intrude on the privacy of individuals.
 - a. CCTV will not be used in areas such as bathrooms or changing areas or similar areas.
 - b. CCTV footage will only be viewed by authorised MYT employees when there is suspicion of a misconduct, serious misconduct, or incident resulting in harm.
 - c. CCTV footage will not be used to monitor MYT employee performance.
8. Authorised MYT personnel may not view footage, without caution to do so.
 - a. If a MYT Manager requests access to CCTV footage, they must apply in writing to the MYT Chairperson, clearly stating reason(s) to view the footage.
9. Any or all cameras and sound recorders may operation 24 hours per day, 7 days a week.

CCTV Footage Access, Storage and Use:

1. CCTV footage is stored on a secure service.
2. Access to the server is restricted by MYT IT policies.
3. CCTV footage will record for no more than **30 days** before being overwritten in a continuous recording cycle. Where an incident or suspected incident has been identified and with the approval of the MYT Chairperson, a portion of the footage will be retained for that incident.
4. Any written requests by an individual for a copy of the footage identifying them personally be will referred to the MYT Chairperson for consideration. An application form is attached in Appendix III, for use. Any response to a request will include considerations of the ease of access of the footage and the need to protect other people's privacy. If a request for a copy of the footage is unable to be granted without unreasonably breaching others privacy, a written description may be provided of activities in the footage

pertaining to the individual requesting the information or a viewing of footage may be arranged. Any request will be responded to within 20 working days.

5. The MYT Chairperson will allow access of relevant CCTV footage to:
 - a. Authorised MYT personnel who have requested footage in terms of this policy.
 - b. Contractors on site, specifically to work on the CCTV equipment at the request of the MYT Manager / Chairperson.
 - c. New Zealand Police, Oranga Tamariki or other public sector agency such as the Privacy Commissioner.
 - d. Individuals who have formally requested information pertaining to themselves at the authorisation and direction of the Privacy Officer.
6. When a request for access to the CCTV has been received and if the footage can be located, MYT will take measures to ensure the relevant footage is saved.
7. MYT will take reasonable steps to ensure that public disclosure does not occur i.e. not upload footage to internet, not publish still images in newspapers, not circulate it widely by emails, unless the Police want it public.
8. MYT employees will take reasonable steps to check CCTV images are accurate, complete, relevant and not misleading before using them.

Complaints:

Any complaint about the CCTV will be received in accordance with the MYT formal complaints process and forwarded to the Privacy Officer.

Relevant Legislation:

This policy has been created by MYT to protect the privacy of individuals and comply with its legal obligations under the Privacy Act 1993.

The policy aims to follow best privacy practice to ensure that any image captured, collected and stored are handled in a confidential manner that protects an individual's privacy. This policy deals with all CCTV installed at My Space.

Relevant documentation:

- Privacy Commissioner – Guide to Privacy and CCTV
<https://www.privacy.org.nz/assets/Files/Brochures-and-pamphlets-and-pubs/Privacy-and-CCTV-A-guide-October-2009.pdf>
- MYT Policies and Procedures



Chairperson: _____ **Date:** _____

Date Approved:	July 2019
Review Date:	July 2021

APPENDEIX I

PRIVACY NOTICE

CCTV Operation:

Marlborough Youth Trust operates CCTV at it's My Space facility. This means information about what you are doing and saying at the My Space facility, will be collected by MYT.

Purpose of Operation:

The purpose of collecting information is to:

- Deter criminal activity.
- Increase personal safety of employees and visitors.
- Protect MYT proper and assets and property owned by others.
- Assist MYT to investigate any incidences.
- Assist MYT to manage health and safety.
- Resource allocation and maintenance.

Disclosure of Information Held:

The information collected may be disclosed to the Police and published by the Police if the Police decide that is desirable in the circumstances. The information collected may be accessed by authorised MYT members and used for the purpose of operation above.

Access to CCTV:

Individuals identified on CCTV have the right to ask for access to footage about them and request that information be corrected. All requests will be dealt with under the Privacy Act. The Privacy Office is the MYT Chairperson. Individuals who want to view footage about themselves need to sign the application form attached to the CCTV form.

APPENDIX II



Security Camera's
are operating here
for the safety of
ALL users & visitors to
MYSPACE

Policy can be found on www.myt.org.nz, or ask the MYT Manager for any clarifications

APPENDIX III

Application form for Access to CCTV Images and Recordings

Marlborough Youth Trust uses CCTV (closed circuit television) systems for the purpose of crime prevention, the prosecution of offenders, public safety and for the objectives set out in the MYT CCTV Policy. The Privacy Act 1993 gives you the statutory right of access to the CCTV images and any voice recordings we hold about you.

Please complete this form if you wish to access CCTV images and voice recordings. If you require assistance please contact the MYT Chairperson.

Name of person making request:	
Address:	
Contact Number:	
Email Address;	

Details of image to be viewed or voice recording

Date & estimated time:	
Location:	
Reason for request:	
I acknowledge, that the footage provided will only be used within the terms and purpose of the CCTV policy and will not be published on the internet, newspapers or public domain.	
Signed:	Date:

Please return this form to My Space. On receipt of your completed form, we will respond to your request within 20 working days. If your application is approved and there are any difficulties in locating your requested footage, you will be informed.

To be completed by the Marlborough Youth Trust Chairperson

Request has been:	Approved / Declined (circle)
Reason if declined:	
Signed:	Date:
Enquiry completed:	