

SECURITY CAMERA POLICY

The Athletics South Canterbury All Weather Track Trust has a number of Security Cameras on site, overlooking gate entrances and the buildings and the grounds.

- ❖ No camera will be hidden from view.
- ❖ Although there is no signage requirement for advertising the security cameras as the cameras are in the open and clearly visible to people on the facility, signage has been placed at gates to the facility.
- ❖ All cameras will operate 24 hours 7 days a week and footage can be viewed in real time.
- ❖ Security Footage can last for up to three months, *depending on amount of time the camera has been activated by movement.*
- ❖ Hirers of the facility will be advised of the presence of security cameras.
- ❖ The placement of the cameras will not unreasonably intrude on the privacy of individuals.

Purpose

The purpose of the Security Cameras is to identify the following:

1. To ensure personal safety of Trustees, Trust employees, and hirers and users of the All Weather Track Facility.
2. To protect buildings and assets from vandalism.
3. To assist the Trust in investigating any complaints made regarding an incident or individuals.
4. To assist the Trustees in managing the facility, in particular areas with high Health and Safety risks (as per Health & Safety Policy).
5. To ensure no unauthorised access is gained to the facility.
6. To support the Police in a bid to deter and detect crime.

Responsibility

The Chair and Trustees are responsible for the operation of the security system.

Surveillance Footage

1. Footage from Cameras can be viewed in real time and all Trustees of the Athletics South Canterbury All Weather Track Trust have authority to view and download Security footage, when necessary. Trustees with access to Security footage have been Police Vetted.
2. Some images may be retained by the ASCAWTT for the purpose of resolving incidents.
3. Any suspected Criminal activity recorded on the cameras will be forwarded to the New Zealand Police.
4. The ASCAWTT reserve the right to supply security footage only to a Lawyer to assist in legal proceedings. The request must be made in writing to the Chair, outlining date and time of footage to be supplied. Footage will not be supplied to organisations or individuals, only viewed in a controlled environment.
5. The ASCAWTT will take reasonable steps to ensure that public disclosure does not occur (not upload footage to internet, not publish still images in newspapers, not circulate it widely by email unless the Police want it made public).
6. Any individual who wishes to view footage related to them may apply in writing to the Chair. The Trust reserves the right to decline if the footage is deemed to be detrimental to another individual who may decline the footage being made available, whether adult or minor.
7. When an incident occurs, the various parties involved be invited to the view the relevant camera footage for clarity with a Trustee.

This policy will be updated as and when needed.



Gordon Ireland (Chair) September 2023