



## POLICY – CCTV

(Version 3)

<b>Policy Title:</b>	CCTV
<b>Policy Type:</b>	CCTV Policy
<b>Date:</b>	07/10/2022 (1) 24/03/2024 (2) 08/04/2024 (3)

### GOALS

The Bribie Island Community Arts Society Incorporated (BICAS) Codes of Conduct, Policies and Procedures have been developed to support everyone participating at the Bribie Island Community Arts Centre (BICAC), including Board Members, Society members, employees, volunteers, Working Together Group (WTG) participants, contractors, and the public (herein referred to as BICAS/BICAC participants). BICAS is committed to providing a safe, harassment and abuse free environment, and an enjoyable and safe Centre for all participants.

This CCTV Policy details how CCTV footage will be collected, stored, used and managed by Bribie Island Community Arts Society.

### PURPOSE

The purpose of this policy is to detail how closed-circuit television footage will be collected, stored, used and managed by Bribie Island Community Arts Society with due regard to the privacy and civil liberties of individuals and BICAS members. This policy supports Bribie Island Community Arts Society's commitment to provide a safe and secure environment for its workforce, members, customers, visitors and the protection of BICAS assets.

### SCOPE

This policy applies to the closed-circuit television (CCTV) system installed at Bribie Island Community Arts Centre.

### POLICY STATEMENTS

- Placement of CCTV Cameras – Cameras will ideally be placed to monitor external surrounds including car parks, driveways, facility and building access points, pathways, and key internal areas. Under no circumstances will cameras be placed to monitor personal areas such as toilets or change amenities.
- Signage – CCTV collection notices are to be placed at various points around the building to advise people about CCTV systems in place.
- Collection and release of CCTV footage – The collection and release of data will be for legitimate purposes only. Footage may be accessed by third parties in accordance with IPP11 which allows for disclosure of personal information:
  - for law enforcement purposes;
  - for official investigations;

- where individuals have agreed to the disclosure of their information;
- where it is necessary for the health, safety or welfare of individuals or for public health reasons; or
- when otherwise required by law, including under the Right to Information Act 2009 or under the Information Privacy Act (QLD) 2009.

Release of footage must be authorized by the Venue Manager.

All requests for footage must be made in writing.

- Storage of CCTV Data – The CCTV recording equipment shall be locked in a secure cabinet or room. Access to the CCTV system will be password protected.

Accessing and Viewing of CCTV Data – Other than Queensland Police who are authorized to investigate an incident, viewing of recorded footage shall only be undertaken by the following designated BICAS nominees: Venue Manager, Accounts Administrator.

- Identification and Copying of a Notifiable Incident  
Should an authorized member consider that a viewed incident may provide assistance to the police, they may make a copy from the system and securely store it, pending a request in writing from QPS for release of the footage. Recorded data should be named appropriately to reflect the date and incident, written in simple language that does not cause offence or embarrassment to the Society or any persons that the footage may identify.
- Retention and Disposal of CCTV Data  
Recorded and retrievable data shall ideally be held for at least 28 days. Copied and securely stored data of specific incidents should ideally be held for at least one year from either the latest date of the recorded data, or from the date which such data was released to a police officer. Data may be disposed of (digitally deleted) once the prescribed holding date is reached. Data should be stored on an appropriate storage media (for example 1TB external hard drive) that is password protected.
- Maintenance/repairs of CCTV System  
The CCTV system must only be serviced by a licenced technician.
- Complaints  
Complaints related to this policy shall be addressed to and dealt with by the BICAS Board.
- Legislation  
This policy is overridden by any provisions within the Information Privacy Act (QLD) 2009, the Right to Information Act 2009, and the Security Providers Act 1993 (QLD), or amendments made thereto.

## RELATED LEGISLATION

*Information Privacy Act 2009*

*Public Records Act 2002*

*Right to Information Act 2009*

*Invasion of Privacy Act 1971 (Qld)*

**Policy**

This Policy shall be available in BICAS premises.

All BICAS/BICAC participants and others affected by our business or undertakings will be provided with a copy on commencement and have an opportunity to discuss the Policy at an Induction Training.


**REVIEW**

This Policy will be reviewed annually through consultation with Board Members, employees and volunteers, or when legislative requirements change.

**VARIATIONS**

BICAS reserves the right to vary, replace or terminate this Policy.

**VERSION AND REVISION INFORMATION**

<p><b>Policy Authorised by:</b> Carolyn Wheeler <b>Title:</b> BICAS CHAIRPERSON</p>	<p><b>Original Issue:</b> /10/2022 <b>Version 2:</b> 24/03/2023 <b>Approved by Board:</b> 24/03/2023 <b>Review Date:</b> 24/03/2024</p>
<p><b>Policy Maintained by:</b> Julie Thomson <b>Title:</b> VENUE MANAGER</p>	<p><b>Version 2:</b> 24/03/2023</p>
<p> <b>Policy Authorised by:</b> Carolyn Wheeler <b>Title:</b> BICAS CHAIRPERSON</p>	<p><b>Version 3:</b> <b>Approved by Board:</b> 08/04/2024 <b>Review Date:</b> 08/04/2025</p>
<p><b>Policy Maintained by:</b> Julie Thomson <b>Title:</b> VENUE MANAGER</p>	<p><b>Version 3:</b> 08/04/2024</p>

**BICAS POLICY – CCTV**

I, (employee, volunteer, etc., – please print)

....., have read, understand and agree to abide by the Bribie Island Community Arts Society Inc.'s (BICAS) Policy – CCTV Policy, and I understand that such adherence is a condition of my employment, volunteer work, contract work, and/or other participation in BICAS/BICAC activities.

Signed this ..... Day of ....., 2024

**BICAS/BICAC PARTICIPANT ACKNOWLEDGEMENT**

*I acknowledge:*

- *that I have read a copy of the BICAS Policy - CCTV;*
- *that I should comply with the Policy; and*
- *that there may be disciplinary consequences if I fail to comply.*

**Your Name:**

\_\_\_\_\_

*Please Print*

**Signed:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_