

*Document uncontrolled when
printed*



Policy No. 3

CCTV Monitoring

DOCUMENT CONTROL

Version: 1.0
G. Italiano, June 9, 2019

Date approved by Board: 2019

On behalf of Board: John Jemal, President

Next review date: , 2024

© CDPC Inc

Contents

TITLE.....	3
PURPOSE.....	3
SCOPE.....	3
OBJECTIVE.....	3
POLICY DETAILS.....	3
1. RESPONSIBILITIES.....	3
2. System Operation.....	4
2.1 System Monitoring.....	4
2.2 Requests for footage.....	4
2.3 Complaints.....	4
Access to CCTV Recordings.....	6
This form is to be completed by the person requesting access.....	6

TITLE

CCTV Safety and Security System

PURPOSE

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Cranbourne Dandenong Pistol Club. The system comprises of a number of fixed cameras located throughout the clubhouse, firing lines as well as external parts of the clubhouse and surrounds. The Club owns the CCTV system and is regularly serviced and updated.

The Policy will be subject to review by the General Committee

SCOPE

Cranbourne Dandenong Pistol Club Premises

OBJECTIVE

The objectives of the Club's use of CCTV are:

- a. To help protect the Clubs buildings and assets
- b. Help protect the security and safety of Members, Visitors and Staff
- c. To deter and detect crime and breaches of security or safety
- d. To assist in identifying, apprehending and potentially prosecuting offenders

POLICY DETAILS

The CDPC Inc aims to protect the club by:

- Clearly displaying the presence of CCTV monitoring equipment
- Recording all people entering the club grounds;
- Ensuring compliance with legislative requirements for CCTV use;
- Providing appropriate information, instruction, training and supervision to members given access to the recording equipment;
- Provide support and assistance law enforcement when required.

1. RESPONSIBILITIES

The key rules, which underpin this policy are that all club officials and members:

- Understands their presence on club premises is being recorded;
- Ensures that all persons entering the club know they may be recorded
- Access to recordings will be available to a limited group of committee members;
- Access to recordings can only be granted on written authority using the form attached to this policy.

- There will be no live monitoring of the CCTV system except for setup and maintenance purposes;
- Members privacy will be protected by recordings only being available on restricted and authorized access;
- Interference with the system by any member will lead to immediate suspension pending disciplinary action;

2. System Operation

The CCTV system will be administered and managed by the CDPC in accordance with the values and objectives expressed in the Club's Statement of Purpose and Constitution. The CCTV system will operate 24 hours each day, every day of the year, recording all activity.

Members will be advised of the use of the CCTV system through the regular communications. Public notices will be displayed on the Club premises to advise visitors of the use of the system

2.1 System Monitoring

Camera surveillance may be maintained at all times and footage continuously recorded and held on the system's memory. Footage is stored on this device for a period of approximately 28 days and will be overwritten by the system thereafter. Real time vision from cameras will not be made available until such time as it becomes necessary and only after review of this policy.

The correct operation of the system will be checked by regular viewing of random recordings and only by an authorised member of the committee.

2.2 Requests for footage

- Except as required by law, recorded footage will be available only to duly authorised representatives of CDPC Committee of Management (or those delegated by them). Use of this footage shall be limited to the performance of governance and management duties by those authorised representatives of the Club, in support of the stated objectives of this policy
- For the purpose of this policy duly authorised representatives shall be restricted to the President, Vice President, Club Secretary, Assistant Secretary and Senior Range Safety Officer or those delegated by them.
- Recordings can only be accessed on written authority using the form attached to this policy.
- Only at the discretion of the authorised representatives, as per 2.2 ii) and 2.2 iii) or on a direct request from the Victorian Police will archived files be removed from the Clubs premises

2.3 Complaints

Any complaints or concerns about the CCTV system should be directed, in writing, to the Committee

ASSOCIATED DOCUMENTS / REFERENCES

CDPC - CCTV Recording Access Authority (attached)



Access to CCTV Recordings

This form is to be completed by the person requesting access

Date:		Name:	
Reason for request: (refer to policy):			
Recording for use by :	CDPC (go to authority section)	External Organisation (please complete the next section)	
External Organisation Details:	Organisation Name:		
Name of Official:			
Position /Rank of Official:		ID sighted by CDPC Official:	
Declaration: I, _____ of _____ Declare that recordings provided by CDPC are for use in investigation of suspected criminal activity and will be used for no other purpose or be made available to any other organisatoin without written authority of CDPC. Signed: _____ Date: _____			
Witness: _____ Date: _____			
Recording Start Date:		Recording end date:	
Authority: Granted / Not Granted		Date:	
Reference no: _____ Month _____ Year _____			
Committee Position:		Signature:	
Committee Position:		Signature:	
Access Delegated:	Yes / No	Delegate name: _____ Declaration: I, _____ of _____ Declare that recordings provided by CDPC are for use as per the stated purpose of this stated Request for this authority and for no other purpose and I declare that the recordings will not be made available to any unauthorised person or organisaton; Delegate Signature: _____ Date _____	

Two authorised CDPC Committee Members must sign above; President, Vice President, Secretary, Assistant Secretary, Senior Range Safety Officer. Note the President **and** Vice President or Secretary **and** Assistant Secretary cannot sign the authority.
 Reference no. example. 001/May/2019 would be displayed on this form as; 0010519