POLICY

Tauranga Moana Outrigger Canoe Club (TMOCC)

Security Camera (CCTV) Policy

1. Purpose

The purpose of this policy is to ensure the responsible use of security cameras within club facilities to protect the safety of members, visitors, and property while respecting individuals' privacy.

Security cameras will be used only for legitimate club purposes and will be managed in accordance with the principles of the Privacy Act 2020.

2. Scope

This policy applies to:

- All club members
- Volunteers
- Contractors
- Visitors to club facilities

It applies to all security cameras installed within or around club buildings or property.

3. Purpose of CCTV Use

Security cameras may be used for the following purposes:

- Protecting the safety and wellbeing of members and visitors
- Preventing theft, vandalism, or damage to club property
- Assisting in the investigation of incidents or misconduct
- Supporting insurance or legal requirements where necessary

Cameras will **not be used for general monitoring of members' behaviour unless an incident requires investigation**.

4. Camera Locations

Cameras may be installed in appropriate locations including:

- Building entrances and exits
- Equipment storage
- External areas of the clubhouse

Cameras **must not be installed in private areas**, including:

- Changing rooms
- Any location where individuals have a reasonable expectation of privacy

5. Notification and Transparency

The club will ensure transparency regarding CCTV use by:

- Placing **clear signage** at entrances and within the building notifying people that CCTV is operating and if sound is being recorded or not.
- Informing members through the club's policies and Code of Conduct
- Ensuring the purpose of surveillance is clear and reasonable

6. Access to Footage

Access to recorded footage will be restricted to authorised individuals, typically:

- Club President
- Club Secretary
- Designated committee members responsible for health and safety and maintenance

Footage will only be viewed when:

- Investigating an incident
- Responding to a complaint or safety concern
- Requested by law enforcement where legally required

Footage being reviewed shall not review sound as part of the review.

7. Storage and Retention

CCTV recordings will be:

- Stored securely
- Access-protected
- Retained only for a limited period (typically **14–30 days**) unless required for an ongoing investigation

After this period, recordings will be automatically deleted or overwritten.

8. Use of Footage

Footage must not be:

- Shared publicly
- Used for entertainment or social media
- Distributed to unauthorised persons

Footage may only be used for legitimate purposes such as:

- Incident investigation
- Insurance claims
- Police investigations

9. Privacy and Complaints

Individuals who believe their privacy has been breached may raise the matter with the club committee.

The committee will review the concern and respond in accordance with this policy and the obligations under the Privacy Act 2020.

Adopted: 30th March 2026

10. Policy Review

This policy will be reviewed periodically by the club committee to ensure compliance with current privacy legislation and best practice.

Review

Policy Reviewed By:	TMOCC Committee
Date Reviewed:	30th March 2026
Next Review Date:	30th March 2028
Revokes Policy Reviewed:	NA

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