



## CCTV POLICY

### 1. POLICY

This policy governs the use of CCTV systems at the Brighton Recreational Centre premises to:

- Enhance public safety and protect assets
- Assist in incident investigation
- Deter unacceptable and illegal behaviour

### 2. POLICY FRAMEWORK

The Brighton Recreational Centre CCTV Policy has been developed with consideration to, and in accordance with:

- Surveillance Devices Act 1999 (Vic)
- Privacy & Data Protection Act 2014 (Vic)
- Public Records Act 1973 (Vic)
- Charter of Human Rights & Responsibilities Act 2006 (Vic)

### 3. MONITORING AND ACCESS

CCTV footage will **not** be monitored live on a continuous basis.

Footage will **only** be viewed:

- Following a reported incident;
- As part of an authorised investigation relating to security or safety.

Under no circumstances will CCTV footage be used for monitoring staff performance, general surveillance of patrons, or any non-investigative purposes.

### 4. DATA RETENTION

- CCTV footage will be retained for a maximum period of **60 days**.
- After 60 days, footage will be automatically deleted or securely overwritten, unless required for an ongoing investigation or legal proceeding.
- In such cases, specific footage may be retained beyond 60 days, subject to secure storage and limited access.

## **5. STORAGE AND SECURITY**

- All CCTV recordings are stored securely and protected from unauthorised access.
- Access logs will be maintained to record any viewing or extraction of footage, including purpose, date, and name of the authorised personnel.

## **6. PRIVACY AND COMPLIANCE**

- The CCTV system is operated in accordance with applicable privacy legislation and data protection principles.
- Signage will be clearly displayed on-site to inform the public and staff that CCTV surveillance is in operation.
- Brighton Recreational Centre is not legally obligated to provide individuals with access to CCTV footage under privacy law. However, requests to view footage in which an individual appears may be considered at the discretion of management, subject to privacy, safety, and operational concerns.

## **7. POLICY REVIEW**

This policy will be reviewed annually or sooner if required due to legislative or operational changes.

## **8. TRAINING AND COMPLIANCE**

- Staff must receive training in legal requirements, privacy protocols, and CCTV operations
- Policy breaches addressed through disciplinary processes

## **9. MONITORING, EVALUATION AND REVIEW**

Adherence to this policy will be monitored through:

- the centre's compliance program
- General Manager reporting

This policy will be reviewed every two years.

Adopted: 28<sup>th</sup> July 2025

Next review due: 28<sup>th</sup> July 2027