

Bowentown Boating and Sport Fishing Club - CCTV Policy

1. Purpose

The purpose of this CCTV Policy is to outline the guidelines and procedures for the use of Closed-Circuit Television (CCTV) systems within the premises of the Bowentown Boating and Sport Fishing Club. The primary objectives are to enhance the security and safety of individuals, protect club property, and deter criminal activities.

2. Scope

This policy applies to all CCTV systems installed within the Bowentown Boating and Sport Fishing Club premises, including but not limited to the clubhouse, parking areas, docks, and other relevant areas.

3. Compliance with Privacy Laws

The Bowentown Boating and Sport Fishing Club is committed to ensuring compliance with all relevant privacy laws and regulations. The installation and operation of CCTV systems will be conducted in accordance with applicable privacy laws to safeguard the rights and privacy of individuals.

4. CCTV System Purpose

The CCTV system is installed for the following purposes:

- Security and safety of club members, guests, and staff.
- Protection of club property and assets.
- Deterrence of criminal activities.
- Investigation of incidents and accidents within the club premises.

5. Camera Placement

CCTV cameras will be strategically placed to cover key areas, including entrances and exits, parking lots, common areas, and other locations where security and safety are of concern. Camera placement will be reviewed periodically to ensure optimal coverage.

6. Access Control

Access to live and recorded CCTV footage will be restricted to authorized personnel only. Authorized personnel may include designated club staff, security personnel, and management. Access permissions will be based on job responsibilities and the need for information.

7. Data Storage and Retention

Recorded CCTV footage will be stored securely and retained for a period of short period of time, after which it will be automatically overwritten, unless required for ongoing investigations or legal purposes. Access to stored footage will be logged, and all access requests will be documented.

8. Public Notification

Visible signs will be posted at key entrances and strategic locations to inform individuals that CCTV surveillance is in operation. The purpose of the surveillance and contact information for inquiries will be included on these signs.

9. Complaints and Inquiries

Individuals who have concerns or inquiries related to the club's CCTV system may contact club staff or management. Complaints will be addressed promptly and in accordance with applicable privacy laws.

10. Review and Updates

This CCTV Policy will be reviewed periodically to ensure its effectiveness and compliance with privacy laws. Any updates or changes to the policy will be communicated to relevant stakeholders.