

# **Whanganui Amateur Musical and Dramatic Society Incorporated CCTV Policy 2025**

## **Purpose**

Whanganui Amateur Musical and Dramatic Society Incorporated (henceforth known as Amdram) aims to provide a safe and secure environment to protect its members, volunteers, and guests. Closed Circuit Television (CCTV) Cameras are installed and operated for one or more of the following purposes:

- Facilitate member, volunteer, and public safety
- Improve security and deter criminal activity within or outside the premises
- Protect Whanganui Amdram's fittings/fixtures and assets
- Record receipt and banking transactions for playback if an error has occurred
- Monitor compliance with cash handling techniques for cashier training purposes
- Monitor trespass or unauthorised access to the premises
- Monitor compliance with the Whanganui Amdram's house rules, policies, and procedures
- Capture information that could be used to investigate crime, a health and safety matter, member or guest incidents and/or misconduct
- To assist in effectively managing the organisation, particularly in training members on customer service and conflict management
- The CCTV may also be used for ancillary purposes such as resource allocation and management

## **Scope**

This policy applies to all members, contractors, volunteers, and the general public who may be on or near Whanganui Amdram's premises. This policy applies to non-covert CCTV operating on or around the employer's premises.

## **Policy**

1. The system may include, but is not limited to, a range of security cameras recording film and/or audio
2. Cameras will be located at various places at the facilities, premises and areas, and may be relocated from time to time. CCTV may cover (but is not limited to):

- 2.1. The foyer and bar area
- 2.2. The main auditorium
- 2.3. The side door foyer
- 2.4. The kitchen
- 2.5. The side of stage
- 2.6. The back-of-stage areas (excluding within dressing rooms)
- 2.7. The outdoor areas by the entrances to the building
3. CCTV cameras are currently located in the following places:
  - 3.1.
4. Members and guests will be notified if any cameras are relocated during the course of their visit.
5. Cameras will record video only.
6. Signage advising of CCTV equipment will be installed at entry points to Whanganui Amdram's premises and close to the cameras where practicable. A list of CCTV operated areas will be listed on the website <https://Amdramwhanganui.co.nz/> and provided to members during their induction process.
7. Any member or guest incidents or misconduct detected by CCTV will be handled in accordance with Whanganui Amdram's house rules, policies, procedures, code of conduct, or individual agreements.
8. Any criminal activity recorded on CCTV will be handled in accordance with the house rules, policies, procedures, code of conduct, individual agreements, and in accordance with the requirements of a criminal investigation.
9. The placement of any and all CCTV equipment will not unreasonably intrude on the privacy of individuals.
10. All cameras may operate 24 hours a day to monitor activity within and around the building, record and enhance security of members and facilities, and deter potential criminal activity.
11. User access:

Full System Access to all CCTV camera features and programming	President Health & Safety Officers Alarm Company
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Full system access to all CCTV camera features and programming for maintenance purposes	President Health & Safety Officers Alarm Company
Majority system access for all CCTV cameras on their site including some programming ability, live view, playback and export	President Health & Safety Officers Alarm Company
Live view and playback (no export)	President Health & Safety Officers Alarm Company
Live View only	President Health & Safety Officers Alarm Company

## 12. CCTV footage storage

- 12.1. CCTV footage is stored on a secure hard drive or similar storage device.
- 12.2. Access to the server is restricted to the authorised persons listed in clause 11.
- 12.3. CCTV footage will be recorded on the hard drive for 90 days before being overwritten in a continuous recording cycle. Where an incident or suspected incident has been identified, and with the approval of Whanganui Amdram, the footage may be retained for a further two calendar months or until the incident has been addressed and resolved.

## 13. CCTV information access and the Police

- 13.1. At Whanganui Amdram's sole discretion, a copy of footage may be given to the Police where any criminal activity is suspected or where requested in accordance with Police procedure.

## 14. CCTV information access by individuals

- 14.1. Recorded footage is confidential to Whanganui Amdram. All requests to view footage relating to individuals will be referred to Whanganui Amdram's President, Privacy Officer, or Health & Safety Officers for consideration.

- 14.2. At Whanganui Amdram's President, Privacy Officer, or Health & Safety Officers' discretion, they may approve persons or entities that data may be disclosed to.
  - 14.3. A request by the public to view footage that contains information relating to other individuals must be in writing and will be dealt with as either:
    - 14.3.1. a matter to be referred to the Police or
    - 14.3.2. where the footage requested for viewing only shows the individual who has made the request, the request will be dealt with in accordance with the Privacy Act 1993.
  - 14.4. Any request to view footage may be limited by the need to protect other persons' privacy. If a request to view the footage is unable to be granted without unreasonably breaching others' privacy, a written description may be provided by Whanganui Amdram of what they are doing in the footage.
15. Complaints
- 15.1. Any complaints about CCTV are to be forwarded in writing to Whanganui Amdram's President, Privacy Officer, or Health & Safety Officers.

## **Policy Review**

The review time frame of this policy will be annually.

## **Effective Date**

This policy is in effect from:

## Whanganui Amdram

### Request for a Copy of Recorded Material (CCTV Camera System)

I request a copy of images recorded by Whanganui Amdram's camera surveillance system:

Name:			
Camera Location:			
The image relates to the following:			
Time:		Date:	
Location:			
I require a copy of the images for the purpose of:			
I acknowledge that I will not make a copy of these images or disclose the images to any other persons unless lawfully required to do so.			
Signed:			
Date:		Time:	

*NB: Must be completed by all persons requesting recorded information and then scanned and emailed to: [Employer's email address]*

*Admin Use:*

Information supplied? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Name of signatory:	Signature:

