

# Policy

## CLOSED CIRCUIT TELEVISION (CCTV)

<b>DEPARTMENT:</b>	Community Relations
<b>RESPONSIBILITY:</b>	Community Relations Manager
<b>ADOPTED:</b>	31 March 2016
<b>REVIEW:</b>	Every five years, or as required
<b>CONSULTATION:</b>	Required
<b>RELATED DOCUMENTS:</b>	Ashburton District Council CCTV Guidelines – Public Places, Local Government Act 2002, Privacy Act 1993, Privacy and CCTV; A guide to the Privacy Act for business, agencies and organisations (Office of the Privacy Commissioner - 2009), Search and Surveillance Act 2012.

### Policy Objectives

- To outline how Ashburton District Council (ADC) operates CCTV cameras and the use of images obtained from CCTV footage.
- To ensure the protection of privacy of individuals in accordance with the Privacy Act 1993.
- To encourage a safer environment for the community and the protection of Council assets and infrastructure.

### Policy Statement

#### 1. Location of Cameras

- 1.1 The location and placement of cameras will be determined by authorised Council staff and specialist consultants.
- 1.2 Signs will be installed in areas where ADC is operating a CCTV system.
- 1.3 The placement of cameras will not interfere with the normal activities of the space where it is placed, nor unreasonably intrude on the privacy of individuals.
- 1.4 The specific location of monitored CCTV cameras will be listed in the CCTV Guidelines – Public Places.
- 1.5 Council may expand the CCTV system if required.

#### 2. Intended purposes of CCTV cameras

- 2.1 The intended purposes of the CCTV cameras include (but are not limited to):
  - Increasing public safety
  - Discouraging crime
  - Preventing public disorder
  - Evidence gathering with respect to crime prevention.

### **3. Access, storage and retention of recorded images**

- 3.1 Recorded footage will only be viewed by authorised personnel.
- 3.2 Images will be securely stored for ADC and access will be limited to authorised Council staff.
- 3.3 All footage will be deleted after 30 days, unless required for evidential purposes.
- 3.4 Some recordings and images may be retained for the purposes of resolving incidents or to assist in any legal proceedings.

### **4. Viewing recorded images**

- 4.1 The Council (through an authorised officer) has overall responsibility regarding the release of images.
- 4.2 Monitoring of the CCTV cameras will be managed by the Police.
- 4.3 CCTV footage is administered by a third party contractor who has security protocols in place for their staff to ensure privacy and safety of recorded images.
- 4.4 Any person may request to view the recordings of themselves but approval will be subject to the discretion of ADC as guided by the Privacy Act 1993.
- 4.5 Any persons wishing to view recordings must complete a 'Request for CCTV Information' form that is available from the Council website or reception.
- 4.6 The general public and media shall not have access to any recorded material unless the recording is of themselves, and they follow the process as per 4.4 of this policy.
- 4.7 Where a member of the public believes a crime may have been committed which may have been captured by CCTV, they should report that matter to the Police in the first instance.
- 4.8 Council will allow access to view relevant recorded images only to:
  - Authorised staff of ADC with delegated authority
  - Contractors who are employed specifically to work on the CCTV equipment
  - New Zealand Police or other public sector agency (such as the Privacy Commission).