

Policy

CLOSED CIRCUIT TELEVISION (CCTV)

GROUP:	Community Services
RESPONSIBILITY:	Community Services Group Manager
ADOPTED:	17 March 2021
REVIEW:	Every five years, or as required
CONSULTATION:	Required
RELATED DOCUMENTS:	Ashburton District Council CCTV Guidelines – Public Places, Local Government Act 2002, Privacy Act 2020, 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 2020.
- To encourage a safer environment for the community and the protection of Council assets and infrastructure.
- This policy applies to all Council owned and administrated land.

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 and Police.
- 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 2020.
- 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).