

04 939 6210

contact@ktsc.org.nz

<https://ktsc.org.nz>



Khandallah Tennis and Squash Club (KTSC)

CCTV Policy

1. Purpose

The purpose of this policy is to outline the appropriate use of Closed-Circuit Television (CCTV) at Khandallah Tennis and Squash Club (KTSC) to enhance the security and safety of members, visitors, staff, and property. The policy ensures compliance with privacy laws and ethical standards.

2. Scope

This policy applies to all individuals who enter KTSC premises, including members, visitors, staff, and contractors. It governs the use, management, and disclosure of CCTV footage.

3. Objectives

The objectives of CCTV at KTSC are to:

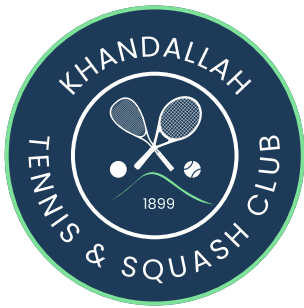
- Enhance the safety and security of members, visitors, and staff.
- Protect KTSC property from theft, vandalism, and unauthorized access.
- Monitor activities in common areas for the purposes of security and risk management.
- Support lawful investigations if required by authorities.

4. CCTV Placement and Operation

CCTV cameras are positioned in common areas such as entrances, exits, the lower courts, to ensure security coverage. Cameras are not and will not be installed in areas where individuals have a reasonable expectation of privacy (e.g., changing rooms, toilets). The cameras operate on a continuous basis. Signage is placed at the club entrance and other key locations to inform individuals that CCTV surveillance is in operation.

5. Data Protection and Storage

CCTV footage will be stored securely and will only be accessed by authorised personnel. Recorded footage will be retained for a period of up to **31 days** unless required for an investigation or legal purposes. After the retention period, footage will be permanently deleted or securely overwritten.



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6. Access to Footage

Access to CCTV footage is restricted to authorised personnel only. Requests for access to CCTV footage must be submitted in writing to the Club Committee and will only be granted where lawful and appropriate. If required, footage may be provided to law enforcement agencies in accordance with legal requirements. Individuals captured on CCTV may request access to footage involving them, subject to privacy considerations and legal obligations.

7. Privacy and Compliance

KTSC is committed to ensuring the use of CCTV complies with relevant privacy laws, including the Privacy Act 2020 (NZ) and any other applicable regulations. The club will take all reasonable steps to ensure that CCTV data is not misused, improperly disclosed, or accessed without authorisation. Any suspected breach of privacy related to CCTV use will be investigated and appropriate action taken.

8. Policy Review and Updates

This policy will be reviewed regularly or as necessary to ensure continued compliance with legal requirements and best practices. Any updates to the policy will be communicated to members and displayed on the club's website and noticeboards.

9. Contact Information

For any inquiries or concerns regarding CCTV usage at KTSC, please contact the Club **contact@ktsc.org.nz**.

Approval and Adoption: This policy has been approved by the KTSC Committee and is effective from 10 March 2025.