

FRANKSTON BASKETBALL

FDBA CCTV Policy

1. Purpose

This policy explains the management, legislative compliance and operational use of Closed Circuit Television (CCTV) at Frankston Basketball Stadium.

The four main considerations of legislation/policies in this area are:

- *Privacy Act 1988 (Commonwealth)*
- *Surveillance Devices Act 1999 (Victoria)*
- *Privacy and Data Protection Act 2014 (Victoria)*
- *Photography at Basketball (Basketball Victoria)*

2. Policy Implementation

Frankston & District Basketball Association (FDBA) seeks to protect members and assets within the facility where CCTV vision is installed. The policy applies to the installation of CCTV cameras throughout the facility and the use/disclosure of footage produced by those cameras.

2.1. Legislative Compliance

The *Privacy Act 1988 (Commonwealth)* controls the storage of personal information; however, it does not apply to public imagery of an individual in relation to CCTV. Furthermore, *The Surveillance Devices Act 1999* prohibits; without consent, the installation of devices that are used to record private activities.

As a public place; a facility where the public has access to as of right or by invitation, whether express or implied, and whether or not a charge is made for admission; provisions for CCTV recording are allowed in consideration of the above Acts.

2.2. Authorised use

Access to CCTV data and footage is limited to authorised staff – see section 2.3. The data will only be viewed if there is reasonable belief that an incident has occurred or that CCTV footage may assist in identifying what has transpired and who is involved.

Some examples of this include, but not limited to:

- Breach of codes under Basketball Victoria Codes of Conduct
 - Tribunal Incidents
 - Member Protection
- Occupational Health & Safety (OHS)
- Property Vandalism
- Criminal Activity

2.3. Authorised Staff

CCTV footage can only be accessed as set out in this policy in section 2.2. Only the following people are authorised to access CCTV:

- The CEO of the Association
- Operations Department Nominee
- Blues Department Nominee
- Law enforcement agencies

3. Requests to Review CCTV Footage

CCTV footage review requests must be formally written, and include as much information as possible relating to the incident, including:

- Date and time
- Location
- Nature of incident

Requests for review must be emailed to wayne.holdsworth@fdb.com.au

3.1. Access to CCTV Footage

All footage captured is only accessed for the purposes set out in this policy – only by the people prescribed in section 2.2, section 2.3 and section 3.2.

3.2. Displaying Footage to People involved in Incidents

Authorised users may show specific footage of an incident to those who are directly involved after permission is granted by the FDBA CEO as outlined in *section 3*. Any person within the facility that may be captured on CCTV footage of an incident can be shown after permission is given. This disclosure of vision is only accessible to a person when accompanied by an authorised staff member as prescribed in *section 2.3*.

3.3. Storage of Footage

CCTV footage is kept for 30 days only and then deleted. If the FDBA receives a request to review CCTV footage before the 30 day time deletion limit and as set out in the above sections, this footage is made accessible.

4. Display Information

The operation of CCTV cameras within the facility is displayed via the following methods to all members:

- Front entrance notices
- FDBA Website
- Member communication