

P13-001 Closed Circuit Television Policy

Approved by the Council on 12 March 2013.

POLICY PURPOSE

To outline how the Council operates Closed Circuit Television (CCTV) on Council owned and administered locations.

POLICY STATEMENTS

The following statements have been developed with consideration of the Privacy Commissioner Guidelines for Privacy and CCTV to ensure the Council meets the principles of the Privacy Act 1993 regarding the operation of its CCTV.

Purpose of CCTV

1. The Council operates CCTV to:
 - Deter criminal activity from occurring, this includes but is not limited to vandalism, theft and anti-social behaviour.
 - Monitor equipment operation and fault detection.
 - Monitor and respond to emergency situations.
 - Monitor and respond to health and safety situations.
 - Monitor and respond to any activities and/or events which could affect the delivery of the service the Council is providing at that location.
 - Provide evidence if criminal activity, a health and safety situation or any other activity and/or event has occurred.

Definition

2. For the purpose of this policy the following definitions apply:
 - *Authorised officer* means an officer, whose job description requires them to have access to CCTV footage, is subject to the Council's recruitment policy and processes including reference checks and disclosure of criminal convictions, and has been made aware of their obligations under the Privacy Act 1993 regarding the confidentiality and appropriate use of CCTV footage.
 - *Incident* means an activity, event or situation in accordance with the purpose for having CCTV and includes criminal activity, equipment operation and fault detection, emergency situations, health and safety situations, and other activities and/or events which could affect the delivery of the service the Council is providing at that location.

Location of CCTV

3. The Council currently has CCTV in operation at the following locations:
 - Bus Centre.
 - Civic Centre.
 - Downtown Car Park.
 - Govett-Brewster Art Gallery.
 - New Plymouth Airport.
 - Puke Ariki.
 - Pukekura Park Tea House.
 - Todd Energy Aquatic Centre.
 - TSB Showplace.
 - Waitara Service Centre.
 - Yarrow Stadium.
 - Hobson Street Depot.
 - Crematorium.
 - Inglewood Service Centre.
 - Dog Pound.

4. The Council may operate CCTV in other Council owned and administered locations. An up to date list of all Council sites where CCTV is in operation will be made available at the New Plymouth District Council Civic Centre on request.

Signage and information on CCTV

5. Where CCTV is operated in a location in which the footage may record members of the public, signage will be displayed informing the public of the presence of the CCTV.

6. Where it is suitable to do so, a copy of the Council's CCTV policy will be made available at all Council sites where CCTV is in operation. The policy will be available on the Council's website.

Operating times of CCTV

7. Council CCTV is in operation on a continuous basis.

Access to CCTV and CCTV footage

8. Only authorised Council officers have access to Council CCTV and CCTV footage. This access is regulated through a password protected log in system.

9. All Council CCTV is checked on a regular basis, at least weekly, by authorised Council officers to ensure the CCTV is operating correctly.
10. Some CCTV provides live footage and is under continuous monitoring by authorised Council officers. This is to ensure appropriate response times to any observed incident.
11. When there is reason to believe that an incident has occurred, an authorised Council officer may review any relevant CCTV footage.
12. Any CCTV footage that could assist in the detection of an incident may be made available to the police or other relevant authority (including the Council's Human Resources Team if a Council staff member(s) is involved) as part of the reporting of an incident or suspected incident.
13. Any person has the right to access CCTV footage containing their personal information. Any request by an individual to access CCTV footage will be assessed in relation to the ability to readily retrieve the footage and to maintaining the privacy of any other identifiable individual in the footage.

Retention and deletion of CCTV footage

14. All information collected by Council CCTV will be stored securely.
15. All footage will be deleted after one month unless it is required for evidential purposes.
16. CCTV footage is deleted by an automated erasing process.

Breach of use of CCTV by Council officers

17. Council officers who are authorised to operate and access Council CCTV and CCTV footage are accountable for their actions. The manner in which Council officers use Council CCTV will be audited to ensure they are not using it for any purpose other than for regular monitoring, live footage monitoring or incident review.
18. The Council will investigate any suspected breach of use of Council CCTV by a Council officer.
19. Any confirmed breach of use of Council CCTV by a Council officer will be treated as non-compliance with the Council's Employee Code of Conduct and subject to disciplinary action.

Enquiries and complaints about CCTV

20. All enquiries regarding the operation of Council CCTV are to be directed to the Council's Property Team.

21. All complaints regarding the operation of Council CCTV are to be directed to the Council and will be investigated through the Council's complaints procedure.

Exclusions to this policy

22. The provisions of this policy do not apply to the following:
 - Closed Circuit Television Crime Prevention Camera System for New Plymouth City which is managed through a Memorandum of Understanding between the New Zealand Police and New Plymouth District Council.
 - Relocatable CCTV cameras which are managed in partnership between the New Zealand Police and New Plymouth District Council.

POLICY CONTACT

The policy holder is the Property Team within the Infrastructure Group.

POLICY REVIEW

This policy shall be reviewed five yearly from the date the policy is adopted.