



MONA VALE GOLF CLUB - CCTV POLICY

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Mona Vale Golf Club. The system comprises of a number of fixed cameras located throughout both levels of the clubhouse as well as external parts of the clubhouse and surrounds. The Club owns the CCTV system and is regularly serviced and updated. .

The Policy will be subject to review by the Management Committee. This Policy follows the privacy and data protection act 2014.

Objectives of the CCTV Policy

The objectives of the Club's use of CCTV are:

- a) To help protect the Clubs buildings and assets
- b) Help protect the security of Members, Visitors and Staff
- c) To support the Police in a bid to deter and detect crime
- d) To assist in identifying, apprehending and potentially prosecuting offenders

Operation of the system

The CCTV system will be administered and managed by the Club in accordance with the values and objectives expressed in the act. The day to day management will be the delegated responsibility of Clubs Assistant General Manager. The CCTV system will operate 24 hours each day, every day of the year, recording all activity.

Control and Liaison

The Clubs system provider (Isecurity PTY LTD) will periodically check and confirm the efficiency of the system and, in particular, that the equipment is properly recording and that cameras are functional. The Club will liaise with the supplier regarding servicing and/or repairs and maintenance of the system.

Monitoring procedures

Camera surveillance may be maintained at all times and footage continuously recorded and up to 18 days of footage is held on the systems memory. Footage is stored on this device and can only be accessed by the General Manager and Assistant General Manager. Only at the discretion of the Board or Directors, NSW Police Force or the Local, District or Supreme Courts will archived files be removed from the Clubs premises.

Requests for footage

"Except as required by law, footage will be made available only to duly authorised representatives of Mona Vale Golf Club. Use of this footage shall be limited to the performance of governance and management duties by those authorised representatives of the Club. "For the purpose of this policy duly authorised representatives shall be restricted to the General Manager and the Assistant General Manager except as maybe authorised by a resolution of the Board from time to time".

Complaints

Any complaints about the Club's CCTV system should be addressed to the General Manager.

Public information

Copies of this policy can be collected during office hours from the Clubs General Manager.

Andy Hugill
General Manager
Mona Vale Golf Club
November 2016