

OUR COUGAR FAMILY



CCTV POLICY





Managed by: Cockburn Basketball Association

Responsible Person: TT

Version: V1.1

Scheduled Review Date: 01/01/2025

BUSINESS AREA: Governance/Operations

TITLE OF DOCUMENT: CCTV Policy

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Approval Of Policy/Rules Documents

Amended by **Tyrone Thwaites**, Cockburn Basketball Association **CEO** on **27/01/2023**

POLICY: Cockburn Basketball Association Board Approved and Minuted V01 on 30/11/2022 at the scheduled board meeting.

Version	Date Approved	Next Review	Amendments
V01	01/12/2022	01/12/2024	



Cockburn Basketball Association – CCTV Policy

1. Definition

The Cockburn Basketball Association uses a Closed-Circuit Television (CCTV) system as a tool for tribunals, and to reduce criminal and anti-social activity. CCTTV does not completely prevent crime or anti-social behaviour but can reduce the incidence of opportunistic anti-social behaviour and may provide forensic evidence when such events occur.

2. Scope

This policy applies to:

1. CCTV systems installed at Wally Hagan Basketball Stadium
2. CCTV footage; and
3. Data collected via CCTV (CCTV data).

The policy does not apply to streaming of live video or other video or audio installations which may occur during NBL1 games or in other instances.

3. Policy Principles

- CCTV forms part of the Stadium's integrated approach to ensuring safety.
- The Stadium will comply with all relevant laws in relation to CCTV.
- CCTV may be operated on Stadium premises.
- CCTV footage is not available for public viewing
- CCTV may or may not be continually monitored.

4. Authorised Purposes

The Stadium operates CCTV and uses CCTV footage to help enhance safety, security, and welfare of game officials and participants CCTV footage will be used for related purposes, including:

1. the investigation of incidents that may compromise the health, safety, security and welfare of referees, officials and players;



2. Evidence in the tribunals process, and

3. Identification of persons involved in incidents and undesirable behaviour, and for the purpose of disciplinary action in relation to incidents within the premises.

5. CCTV Locations

CCTV Locations The location of CCTV cameras will be determined by a risk-based approach taking into consideration areas:

1. with high incident rates (the courts); and

2. where there is a risk of incidents.

3. Some outdoor footage in case of car and bicycle thefts and outdoor incidents

Only the CEO may approve the installation, relocation, or removal of CCTV cameras if it is considered reasonably necessary for one or more of the purposes set out in this policy.

The Workplace Surveillance Act 2005 prohibits surveillance of an employee in a change room, toilet facility or shower, or other bathing facility.

NOTE: The City of Cockburn, as the owner of the facility, may choose to install CCTV, subject to their CCTV policy.

6. Signage

The stadium has appropriate signage to indicate that CCTV is being used.

7. Collection of CCTV Footage

The collection of CCTV footage, and its management, will be in accordance with relevant privacy laws.



8. Access to, or use, of CCTV Footage

Access to CCTV footage will be in accordance with the Privacy and Personal Information Protection Act and the CCTV Procedure.

Only authorised persons will have access to CCTV footage. CCTV footage may be shared/downloaded only in line with the Tribunals Policy and Procedure, or with the police in the event of a criminal / police investigation.

In other case by case instances CCTV footage may be viewed at the discretion of the CEO.

CCTV footage must only be used or disclosed for the purpose for which it was collected, or as permitted by law.

9. Retention and Destruction

CCTV footage is maintained for no more than 28 calendar days.

Some footage may be downloaded and retained where:

1. the footage may be of evidentiary value in relation to a reported or detected incident;
2. the Stadium has been asked by a law enforcement agency to retain or produce the CCTV footage;
3. the footage has been copied for further review and the review is not complete; or
4. the Stadium's Legal & Compliance unit advises that the CCTV footage should be retained.

CCTV footage retained under clause 2 and 4 will only be retained for as long as is reasonably necessary. For any CCTV footage retained, an appropriate duration of the CCTV footage must be retained to show the context of any individuals' actions.



10. Public Display

Stadium Management may authorise the public display of an image or footage from the CCTV system to:

1. seek assistance from members of the Stadium community to identify a person reasonably suspected or known to have committed an offence; or
2. warn people of a danger to personal safety associated with such a person
3. Bar certain individuals from the premises or from competition.