



CAMERA SURVEILLANCE POLICY

Purpose

The purpose of the Glenburn Tennis Club (GTC) Camera Surveillance Policy is to ensure that a transparent environment exists within our club with regard to surveillance and that our club complies with legal and Monash Council requirements.

Scope

This policy applies to all members, non-members, volunteers, contractors, anyone entering the GTC premises at any time of day, 365 days per year.

Policy

Surveillance will be by means of a camera that monitors or records visual images of people entering and leaving the tennis club.

For all members, non-members, volunteers, contractors, anyone entering the club, GTC will, [from the end on Covid-19 level 4 Lock down period (assumed to be October 2020)] carry out movement related surveillance of the entrance to GTC.

The one Camera we have used for surveillance will be clearly visible in the place where the surveillance is taking place, and signs notifying people that they may be under surveillance in that place will be clearly visible at the entrance gate. Written communication has already been sent to members.

Surveillance records, which last for 8 days before being over written, will not be used or disclosed unless:

- They are for a legitimate purpose related to suspicious activity
- They are required to be presented to a law enforcement agency
- They relate to civil or criminal proceedings
- It is necessary in order to avert an imminent threat, serious violence to persons or substantial damage to property

In addition GTC may

- rely on information gathered in making management decisions
- restrict access to GTC facilities
- disclose any data it collects to support GTC policy or law enforcement