



Adopted:	12 May 2022
Replaces:	Closed Circuit Television Policy 2010
Review date:	May 2027
Related Documents:	Delegations Manual Operation of Drones over Council Reserve Land Policy 2020 Privacy Policy Public Places Bylaw 2014 Sub Delegations Manual
Related Processes:	LGOIMA Official Information Request Form
Relevant Legislation:	Health and Safety at Work Act 2015 Local Government Act 2002 New Zealand Bill of Rights 1990 Privacy Act 2020 Search and Surveillance Act 2012 The Local Government Official Information and Meetings Act 1987

Purpose To provide a clear framework for the Council’s employees, contractors, and New Zealand Police regarding the use and access of the CCTV systems owned and operated by Hurunui District Council.

Scope This policy applies to CCTV cameras owned and operated by Hurunui District Council, including Hanmer Springs Thermal Pools & Spa and any public pool cameras, that have been installed in public areas for general crime prevention and community safety purposes. When accessing, viewing and/or copying camera footage, this policy applies to all council employees, councillors, contractors of council, New Zealand Police and the general public who may enter the areas where CCTV is in operation.

Principles **Information privacy:** Hurunui District Council will ensure:

- i.* you know when your information is being collected
- ii.* your information is used and shared appropriately
- iii.* your information is kept safe and secure
- iv.* you can get access to your information.

Policies **1. Camera Locations**

1.1 CCTV cameras shall only be situated in locations which are clearly linked with the camera’s specific purpose, that is general crime prevention and community safety.

- 1.2** When determining whether or not to install further CCTV cameras, Hurunui District Council will consider:
- 1.2.1** The crime statistics and potential benefits of the proposed location;
 - 1.2.2** Costs involved in the expansion and budget implications for the Council;
 - 1.2.3** The priority of installation.
- 1.3** CCTV cameras are to be positioned to observe public places. Cameras will not:
- 1.3.1** Track or zoom on any member of the public;
 - 1.3.2** Be directed to look through windows or into buildings;
 - 1.3.3** Look into private residences except as part of a wide angle or long shot or while panning past them;
 - 1.3.4** Include private areas within public places and facilities (for example public toilets).
- 1.4** Existing cameras may be moved from one location to another to improve operational efficiency.
- 1.5** Locations of council owned CCTV cameras are detailed in the table *Locations of Council owned cameras* contained within this policy.
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2. Signage

- 2.1** Individual cameras and/or camera areas shall be clearly signposted to notify the public of their operation. Where the CCTV is operated indoors, signage shall be displayed at the main entrances to the building.
- 2.2** Signage shall indicate surveillance cameras are in operation and should be of a size and style that makes them readily visible to people entering the area.
- 2.3** Any new signage erected will include the Council's name or logo and contact details.
- 2.4** When a CCTV system is removed, the signage shall also be removed.
- 2.5** In certain circumstances monitoring may be undertaken on a temporary basis without signage.
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3. Operation and Monitoring

- 3.1** The CCTV system shall be in operation on a continuous basis.
- 3.2** Monitoring and operation of CCTV cameras will be administered by the Privacy Officer and/or a Manager of Council and/or employee, who has delegated authority through delegations by the Chief Executive Officer of the Council.
- 3.3** Temporary CCTV for monitoring purposes must be approved either by the Chief Executive Officer or relevant Manager of Council, and the Privacy Officer informed.
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4. Access to camera footage

- 4.1** To ensure the security and privacy of CCTV camera footage, access to footage shall be limited to the Privacy Officer, and/or Manager and/or contractors of council and/or employee, who has delegated authority through delegations by the Chief Executive Officer of the Council.
- 4.2** A log of access to CCTV footage will be maintained by the Council's Privacy Officer.

4.3 Council employees may be permitted access to camera footage at the discretion of the Chief Executive Officer and/or Council's Privacy Officer and/or Manager upon receipt of an 'access to CCTV footage' form completed by the relevant employee.

4.4 New Zealand Police may be permitted access to camera footage that relates to crime detection identifiable by date, time, and location. Access must be for the purposes of incident investigation and evidence gathering and must be authorised by the Chief Executive Officer of the Council and/or Council's Privacy Officer.

4.5 All other access to camera footage, by individuals and private or public organisations, must be upon application to Council. Applications will be considered as official information requests under the Local Government Official Information and Meetings Act 1987 (LOGIMA).

5. Storage, retention, and use of camera footage

5.1 Information collected through the CCTV system will be stored securely within the camera software.

5.2 Recorded images shall be retained only as long as is necessary, as determined by the Chief Executive Officer, for the purposes identified in this policy. That is crime prevention and community safety.

5.3 All camera footage shall be overwritten after 40 days as part of the recording process unless it is required for evidential or administrative purposes.

5.4 All camera footage shall only be used for the purpose for which it was collected.

6. Viewing camera footage

6.1 Any person may request access to recordings of themselves upon application to the Council's Privacy Officer. Applications will be considered as official information requests under the Local Government Official Information and Meetings Act 1987 (LOGIMA).

6.2 All requests to access camera footage relating to individuals will be referred to the Council's Privacy Officer on receipt of a completed official information request.

6.3 If a request to view footage is unable to be granted without unreasonably breaching other's privacy, a written or oral description of the footage may be provided by the Privacy Officer and/or Manager who has delegated authority.

6.4 Where a member of the public believes a crime has been committed which may have been captured by a camera, they should in the first instance report the matter to the Police. Other than to the Police, recorded information shall not be available except where subject to, and required by, the normal rules of disclosure applying to Court proceedings where the Police are taking action, or where directed by a Judge.

6.5 Where a member of the public, an employee or a contractor has concerns about health and safety matters or compliance with Council regulations which may have been captured by a camera, they should in the first instance report the matter to Hurunui District Council for the Chief Executive Officer to investigate.

6.6 In order to investigate compliance with Council regulations, or address health and safety concerns, the elected Council (including delegated committees) may be provided with copies of CCTV recordings. Where such recordings are provided to the Council, these will be dealt with in a publicly excluded sessions of the Council meeting.

6.7 Any criminal activity captured by Hurunui District Councils CCTV cameras may be forwarded to the New Zealand Police for investigation.

Definitions

CCTV: Closed Circuit Television

Chief Executive Officer: has authority over all other employees, including contractors of council, as is necessary for the efficient management and implementation of the Council's functions.

Contractor: engaged by Hurunui District Council to perform services under a contract for services (commonly called an independent contractor agreement), who has delegated authority from the Chief Executive Officer of the Council to access, view, monitor and manage CCTV systems and footage to carry out their contract for the Council.

Employee: a member of the organisation who has delegated authority from the Chief Executive Officer of Council to access, view, monitor and manage CCTV systems and footage to carry out a part of their role for the Council.

Manager: an employee responsible for administering or controlling a part of the Council's organisation who has delegated authority from the Chief Executive Officer of the Council to access, view, monitor and manage CCTV systems and footage.

Privacy Officer:

- Deals with requests for personal information or corrections to personal information.
- Deals with complaints from council users about possible breaches of privacy.
- For the purposes of this policy, is an authorised council officer who has delegated authority from the Chief Executive Officer of the Council to access, view, monitor and manage CCTV systems and footage.

Locations of Council owned CCTV cameras

Location	Number	Address
Amberley Office	2	66 Carters Road, Amberley
Amberley Domain	5	Douglas Road, Amberley
Amberley Transfer Station	8	52 Grays Road, Amberley
Amberley Pool	3	Douglas Road, Amberley
Amberley Library	3	111 Carters Road, Amberley
Culverden Public Toilets	3	21 Mountainview Road, Culverden
Hanmer Springs Library	1	49 Amuri Avenue, Hanmer Springs

Location	Number	Address
Hanmer Springs Thermal Pools and Spa	20	42 Amuri Avenue, Hanmer Springs
Hanmer Springs Transfer Station	2	637 Hanmer Springs Road, Hanmer Springs
Waiau Transfer Station	1	116 Rotherham Road North, Waiau

END OF POLICY