

Security Camera (CCTV) Policy

1. Purpose

This policy outlines our approach to the use of security cameras (CCTV) on Wharekawa Marae Reservation to ensure the safety and security of people, property, and assets while respecting privacy rights and complying with New Zealand laws, including the Privacy Act 2020 and the Human Rights Act 1993.

2. Scope

This policy applies to:

- All security cameras installed on premises owned and managed by Wharekawa Marae.
 - All whānau, manuhiri, kaimahi, volunteers, marae hirers and contractors on the Marae Reservation.
 - The collection, storage, and use of CCTV footage.
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3. Principles

- **Wellbeing, Safety and Security:** Security cameras are used to deter and respond to unauthorized activities, such as theft, vandalism, arson and trespassing, and to enhance the safety and protection of all individuals.
 - **Privacy Protection:** The use of security cameras will comply with the Privacy Act 2020, respecting the privacy of individuals while balancing the need for security.
 - **Transparency:** Individuals must be informed about the presence and purpose of security cameras.
 - **Restricted Access:** Access to CCTV footage is **strictly limited to appointed Marae Representatives and Designated Trustees** and used only for legitimate purposes.
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4. Installation and Placement

1. Location of Cameras:

- Cameras are installed in areas where there is a legitimate security need, such as entry and exit points.
- Cameras are not placed in Muri Aroha (wharemoē tawhito), Te Whakatutuki (wharekai), Paoa Whanaunga (whare tupuna) and whare iti.

2. Signage:

- Clear and visible signs are displayed to notify everyone cameras are in operation.
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5. Collection and Use of CCTV Footage

1. Purpose of Collection:

- CCTV footage will only be collected for the purposes of:
 - Preventing and investigating unauthorized activities.
 - Ensuring health and safety.
 - Supporting law enforcement in criminal investigations when required.

2. Limitations on Use:

- Footage will not be used for monitoring or other unrelated purposes without prior consent or legal authorization.
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6. Access and Disclosure

1. Authorized Personnel:

- Access to CCTV footage is restricted to individuals authorized by the Trust, such as the appointed Marae Representatives or designated trustees.
- A log of access to footage must be maintained. (Refer Appendix A)

2. Disclosure:

- CCTV footage may only be disclosed to:
 - Law enforcement agencies for lawful investigations.
 - Individuals who request access to footage that contains their personal information, as permitted under the Privacy Act 2020.
 - Other parties, only if legally required (e.g., court orders).

3. Request Process:

- Requests for access to footage must be submitted in writing providing a reasonable explanation to the Trust.
 - The Trust reserves the right to redact or withhold footage to protect the privacy of other individuals.
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7. Storage and Retention

1. Storage:

- CCTV footage will be stored securely to prevent unauthorized access, alteration, or loss.

2. Retention Period:

- Digital footage will be automatically deleted after 14 days.
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8. Compliance

1. Complaints:

- Individuals who have concerns about the use of security cameras or believe their privacy rights have been violated may submit their concerns in writing to Wharekawa Marae Reservation Trust.
- Concerns will be addressed and if necessary, in accordance with the Marae Charter Disputes Process.

2. Legal Compliance:

- The Trust will comply with the Privacy Act 2020, Human Rights Act 1993, and other relevant laws and guidelines.
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9. Roles and Responsibilities

- **Trustees:** Oversee the implementation and compliance of the policy.
 - **Trustees:** Ensure security cameras are used and maintained in accordance with this policy.
 - **Appointed Marae Representative and Trustees:** Comply with the policy when accessing or managing CCTV systems.
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10. Policy Review

This policy will be reviewed annually or as necessary to reflect changes in technology, privacy laws, or operational needs.

11. Acknowledgment

A copy of this Policy will be held onsite at the Marae for all whānau, manuhiri, kaimahi, volunteers, marae hirers and contractors to access and review at any time.

Trust Approved Date: 11 December 2024

Effective Date: 11 December 2024

Review Date: 11 November 2025