

## CLOSED-CIRCUIT TELEVISION (CCTV) POLICY

### 1. RATIONALE

The purpose of this policy is to regulate the management, operation and use of the closed-circuit television (CCTV) system at the Construction Industry Training Centre (CITC).

### 2. AIMS

The purpose of the CCTV system at the CITC is to provide students, employees, contractors and visitors with a safe environment in which they can train and work.

The provision and use of CCTV supports the maintenance of this safe environment by ensuring an appropriate level of surveillance of students, employees, contractors and visitors to the CITC. It also provides enhanced capability to protect the CITC building and assets against vandalism and theft. The visual presence of CCTV cameras provides a strong deterrence against inappropriate behaviour and will often serve to reassure students, employees, contractors and visitors that they are protected whilst at the CITC.

This policy details the way in which the CCTV system will operate in providing security, whilst ensuring that the privacy of individuals is protected with the applicable legislation.

### 3. GUIDELINES

#### Approach and Use

CCTV footage may be used for the following purposes:

1. To prevent, deter and detect contravention of expected behaviour
2. To collect information on incidents that breach expected behaviour, as deemed necessary by CITC Management
3. To provide visual coverage for the management of emergencies.

Access to CCTV footage is limited. Only authorised CITC staff and SAPOL with a legitimate reason to view and/or otherwise use the captured footage will be allowed access. This footage may be used to provide evidence in support of a prosecution or criminal and illegal behaviour. Authorisation to review any footage may be given to relevant parties on a case-by-case basis at the discretion of the CEO.

The CITC CCTV system comprises of fixed cameras located at the main entrance and at various locations within the CITC premises. Cameras will not focus on areas of private property or be located in any discrete areas such as inside toilets or change rooms. Appropriate signage has been placed at various entry points around the CITC, as required.

## **Management Responsibility**

The CITC Management has responsibility for the ongoing management of the CCTV system. CITC Management will regularly check and confirm the operation of the system and check that the equipment is properly recording and that cameras are functional.

## **Storage of Footage**

CCTV footage is retained for up to 1 month. If no request has been made to view or access footage during this period, the footage will be automatically deleted.

## **Access and disclosure of images to third parties**

1. Access to recorded images is strictly limited to authorised personnel as determined by CITC Management.
2. Access besides by CITC Management to the medium on which images are recorded must be documented on a Record of Viewing of CCTV Recording Form; example attached at Appendix A. Completed Records of Viewing will be retained by the Operations Manager.
3. Disclosure of recorded images to third parties will be limited to the following:
  - Law enforcement agencies where images will assist in a specific enquiry
  - Authorised legal representatives.
4. Recorded images will not be made more widely available.
5. If it is believed that images should be made more widely available, this decision will be made by the CEO or any authorised legal representatives, and the reason for the decision will be clearly documented.

## **Breaches**

Any breach of the CCTV policy by any of the CITC employees or contractors will initially be investigated by the CEO in order that appropriate disciplinary action may be taken.

## **Complaints**

Any complaints about the CITC's CCTV system should be addressed to the CEO.

## **4. EVALUATION**

CITC Management is responsible for the evaluation of this policy.

**RECORD OF VIEWING OF CITC CCTV RECORDING  
BY AUTHORISED PERSONNEL**

<b>Date and time image viewed:</b>	
Date:	Time:

<b>Name of person(s) viewing the image:</b>	
<b>Name:</b>	<b>Title/Position:</b>

<b>Reason for the viewing:</b>

<b>Summary of footage viewed:</b>	
<b>Date and time footage recorded:</b>	

<b>Follow-up action:</b>

<b>Signature of staff member viewing footage:</b>

<b>Authorised staff member signature:</b>

Please return completed form to the Operations Manager.