



Fairhaven SLSC: Video Surveillance Policy

24th April 2018

Purpose

The Fairhaven SLSC makes limited use of video surveillance systems in and around its facilities. This video surveillance policy was approved by the Fairhaven SLSC (FSLSC) Committee. FSLSC video surveillance systems are primarily used to record surveillance of selected internal and external parts of the club facilities and selected adjoining public areas.

Video surveillance cameras are not designed to observe member or public work or recreation areas and are never used in areas where there is an expectation of privacy, such as restrooms or locker rooms.

The primary purpose of the video surveillance system is to allow the after-the-fact investigation of potential crimes committed against the organisation. The system may also be used to assist in the investigation of certain types of occupational health and safety violations.

The video surveillance system is not intended to be used as a method of tracking the movements or habits of individuals.

Management of Video Surveillance Systems

The FSLSC Vice President of Facilities is responsible for the management of all video surveillance systems used at FSLSC. Other members or parties shall not install video surveillance system on or around FSLSC without the knowledge and approval of the FSLSC Vice President of Facilities.

Video Surveillance Monitoring

The video surveillance systems are capable of being monitored from the FSLSC Office and remotely via secure link. FSLSC Vice President of Facilities and other Authorised officers are able to view video surveillance cameras on a periodic basis or in response to a specific incident. The video surveillance system is not monitored on a continuous basis.

Video Surveillance Recording

All video surveillance cameras are capable of being recorded continuously by a digital video recording system. Recorded video is used exclusively for the investigation of security and safety incidents and not for other purposes.

The FSLSC Vice President of Facilities is responsible for the day to day management of the video surveillance system and has management responsibility for the release of any video recordings produced by this system.

Recorded video is not made directly available to members, contractors, or the general public. In the event that a security incident occurs, a report should be made to FSLSC Vice President of Facilities. If the event occurred in an area where video surveillance coverage may be available, the FSLSC Vice President of Facilities or other Authorised officers will review the recorded video and make a determination if any video relevant to the incident is available. If available, the FSLSC Vice President of Facilities or other Authorised officers will refer the matter to the FSLSC President for approval of the subsequent actions, including investigation and resolution of the reported security incident.



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Requests to provide video recordings directly to members, contractors, or the general public will not be accommodated. If a crime is suspected of being committed, parties should be encouraged to report it to the police. If it is believed that recorded video from FSLSC would assist in the investigation of this crime, the police should be told to contact the FSLSC Vice President of Facilities. If relevant video is available, a permanent video clip of the incident will be produced and made available to the police. All requests for video recordings by law enforcement agencies shall be coordinated through the FSLSC Vice President of Facilities.

Any release of recorded video to any third party will only occur if approved by the FSLSC President.

Recorded video is generally stored for a period of thirty days. Any video associated with a specific security incident or event is generally converted into a permanent video clip and stored for the duration of the investigation. Video clips which could become evidence in civil or criminal proceedings are kept indefinitely unless other direction is given by the Fairhaven SLSC Committee.

Limitations of Video Surveillance Systems

The video surveillance system is not monitored on a continuous basis and cameras only cover a small fraction of the total facility. Even when camera coverage exists, it may not provide the level of detail necessary to spot suspicious activity or identify individuals.

Authorised officers

The Fairhaven SLSC Committee authorise the following members as Authorised Officers for the purpose of this Policy;

- a. Vice President of Facilities;
- b. President;
- c. Secretary;
- d. Treasurer;
- e. Club Captain and
- f. VP Life Saving Services