

HILLS BASKETBALL ASSOCIATION LTD

PO Box 6426, Baulkham Hills BC, NSW, 2153

Phone: 02 9894-8944

Email: info@hillshornets.com.au

Website: www.hillshornets.com.au

ABN 26 667 459 814

Organisation:	Hills Basketball Association Ltd
Policy Name:	Security Camera Operations Policy
Effective Date:	01/01/2025
Approved by:	CEO
Reviewed:	Annually

1. Purpose

This policy outlines the principles and practices guiding the installation, operation, and use of surveillance camera systems at Hills Basketball Association Ltd (HBA) facilities. The purpose is to ensure the safety and security of staff, participants, volunteers, and property, while respecting privacy and complying with applicable laws.

2. Scope

This policy applies to:

- All HBA-owned and managed premises, including the Hills Basketball Stadium (HBS), Dural Recreation Centre (DRC) and Bernie Mullane Sports Complex (BMSC);
- All fixed and mobile surveillance camera systems used by HBA;
- All staff, contractors, and third parties involved in the management or use of surveillance systems.

3. Objectives

The objectives of HBA's surveillance system are to:

- Enhance the safety and security of all facility users;
- Deter and investigate theft, vandalism, or unauthorised access;
- Assist in the investigation of workplace incidents and complaints;
- Monitor operational areas for compliance and facility management purposes.

4. Installation and Operation

- Cameras will be positioned only in appropriate public and operational areas such as entrances, exits, reception areas, court spaces, and storage rooms;
- Cameras will not be installed in private areas such as change rooms or bathrooms;
- Signage will be displayed at all facility entrances to notify people of the use of CCTV;
- Cameras may record video footage but will not record audio.

5. Access and Use of Footage

- Access to recorded footage is restricted to authorised HBA personnel (e.g. CEO, Operations Managers);
- Footage may be reviewed in response to:
 - Safety incidents;
 - Allegations of misconduct;
 - Property damage or major theft;
 - Legal or insurance investigations;

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- Footage may be provided to law enforcement or insurers when formally requested and approved by the General Manager.
 - **Footage Access Requests:**
 - External individuals or organisations requesting access to footage must submit a written request to the CEO, specifying the reason, date, time, and location of the incident;
 - Access will only be granted where legally permissible and subject to privacy considerations;
 - A record of all access requests and approvals will be maintained by HBA.
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6. Storage and Retention

- Footage is stored securely in a password-protected system;
 - Recorded footage will generally be retained for up to 30 days unless required longer for investigations;
 - After the retention period, footage will be automatically deleted unless subject to an active review.
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7. Privacy and Compliance

- The use of surveillance systems will comply with the NSW Surveillance Devices Act 2007 and relevant privacy laws;
 - Surveillance will not be used for the purpose of monitoring staff performance or for any covert purposes unless required by law;
 - HBA will take reasonable steps to protect personal information captured through surveillance systems.
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8. Breach of Policy

- Unauthorised use, access, or disclosure of footage may result in disciplinary action or legal consequences;
 - Suspected breaches should be reported to the CEO immediately.
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9. Review

This policy will be reviewed annually or earlier if required due to legislative or technological changes.