



VBSLSC – Security Camera Policy

Introduction

The purpose of this Policy is to regulate the management, operation and use of the security cameras at VBSLSC. The system comprises a number of fixed cameras & motion detectors located within the club building. All cameras are linked to the main club computer network and the system can only be accessed by the elected Vice President of Property and Property Officer.

Objectives of the Security Camera Policy

The objectives of the Club's use of security cameras are:

- a) To help protect the club buildings, equipment and members' property stored at the club
- b) To allow entry to the club from a remote location for members without access fobs, tradesmen and any other person deemed by the VP of Property and Property Officer to warrant access to the club premises.
- c) To support the Police in a bid to deter and detect crime
- d) To assist in identifying, apprehending and potentially prosecuting offender/s
- e) To reduce Insurance Premiums

Operation of the system

The day to day management will be the delegated responsibility of the VP of Property and Property Officer. The security camera system is always operational and will record footage whenever movement is detected in any area of the club covered by the cameras.

Signage

Visible and legible signs have been placed around the clubhouse to notify members of the presence of cameras.



Control and Liaison

The system provider, VP of Property and Property Officer will periodically check and confirm the efficiency of the system and, in particular, that the equipment is properly recording and cameras are functional. The VP of Property will liaise with the supplier regarding servicing and/or repairs and maintenance of the system.

Monitoring procedures

All footage is recorded and stored on the HDR until the unit is full and overwritten, the period of time this covers will be dependent on the amount of activity detected and recorded. Footage will be reviewed on an as needs basis determined by the one of the Presidents, Vice Presidents, Secretary, Treasurer, Member Protection Officer or Property Officer. All requests are to be made to the VP Property to facilitate.

Breaches of the code

The member protection officer will initially investigate any breach of the Code of Practice.

Breaches of security

All security breaches detected by the monitoring company will be notified to either the VP of Property or the Property Officer

Complaints

Any complaints about the Club's security camera system should be addressed to the member protection officer (memberprotectionofficer@vbslsc.org.au) or to the club executive. Complaints will be dealt with in accordance with the club's complaints policy.