**EXTRACT from Deaf Society of Canterbury’s CCTV Policy**

**April 2021**

**Appendix 1: Privacy Notice**

**CCTV Operation:**

1. DSC operates CCTV on its premises. This means information about what you are doing and signing at DSC will be collected and held by DSC.

2. Purposes of CCTV Operation:

The purpose of collecting information is to provide a safe environment for Board Members, staff, volunteers, members and general public by using CCTV to:

* To increase personal safety and reduce the risk of crime;
* To protect DSC buildings and assets;
* To ensure compliance with the terms of hall hire agreements or other arrangements which include venue access;
* To assist the Board Members and staff with investigating incidents; and
* To support the Police in their efforts to reduce and detect crime and assist in identifying, apprehending and prosecuting offenders.

3. Disclosure of Information Held: The information collected may be accessed by DSC staff and the Board of Management and used for the purposes in paragraph 2 above. The information collected may also be disclosed to the Police and published by the Police at their discretion.

4. Access to CCTV: Individuals identified on CCTV have the right to ask for access to footage about them and request that information be corrected**.** Anyone who asks to view footage about themselves needs to sign the application form provided by DSC. Access to footage shall be provided in accordance with the DSC’s CCTV Policy and the provisions of the Privacy Act 2020.