



# Security Camera Policy

## 1 SUMMARY

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This policy applies to the installation and use of Doctors on Riccarton owned video security and CCTV cameras around the Doctors on Riccarton premises. It outlines the purpose of why we operate video security / closed circuit television (CCTV) cameras, how the images will be used, who is responsible for the system and other information relevant to the system. This policy is designed to protect the privacy of individuals and comply with our legal obligations under the Privacy Act 2000. The policy aims to follow best privacy practice to ensure that any image captured, collected and stored are handled in a confidential manner that protects an individual's privacy at all times.

## 2 POLICY STATEMENT

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### 2.1 Purpose

This policy applies to the installation and use of Doctors on Riccarton owned video security and CCTV cameras in and around the premises.

### 2.2 Objectives

Doctors on Riccarton aims to provide a safe and secure environment to protect its property, staff and patients by using CCTV to:

- To increase personal safety of staff, students and visitors and reduce the fear of crime;
- To protect Doctors on Riccarton's buildings and assets;
- To assist Management investigating crime related incidents;
- To support the Police in a bid to deter and detect crime, assist in identifying, apprehending and prosecuting offenders; and
- To protect members of the public and private property.

### 2.3 Responsibilities

The Privacy Officer, namely the Practice Manager will have overall responsibility for the implementation of this policy.

The Privacy Officer is responsible for ensuring that the practice and its entire staff comply with this policy, the Privacy Act 2020 and the Health Information Privacy Code 2020.

The Privacy Officer will monitor privacy issues and complaints.

All staff are responsible for ensuring this policy is followed.

### 2.4 Definitions & Abbreviations

HIPC	Health Information Privacy Code 2020
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### 2.5 Related Policies

- Privacy Policy
- Complaints Policy
- Security of Electronic Health Information Policy

*Note: Printing this document may make it obsolete. Always check the Policy and Procedure folder for latest version.*

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## 3 THE SYSTEM

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1. The system may comprise, but not limited to, a range of: Fixed position cameras; Pan Tilt and Zoom cameras; Sound recorders; Monitors; Multiplexers; digital recorders; Public information signs.
2. Cameras are located at various places around the building. CCTV will cover all Doctors on Riccarton carpark areas and driverways.
3. No camera will be hidden from view.
4. Signage advising of CCTV equipment is installed will be located around the building.
5. Any criminal activity recorded on CCTV will be handled by management.
6. The placement of any and all CCTV equipment will not unreasonably intrude on the privacy of individuals
7. CCTV footage will only be viewed by authorised personnel. Footage will be viewed in accordance with the purpose of the cameras as detailed in this policy.
8. All cameras and sound recorders will operate 24 hours per day, 7 days per week.
9. CCTV footage access, storage and use
  - 9.1. CCTV footage is stored on a secure hard drive or similar storage device.
  - 9.2. Access to the server is restricted to management
  - 9.3. CCTV footage will record on the hard drive for no more than 30 days before being overwritten in a continuous recording cycle. Where an incident or suspected incident has been identified, and with the approval of Management, a portion of the footage is to be retained for that incident.
  - 9.4. Any written request by an individual for a copy of the footage identifying them personally will be referred to the Privacy Officer for consideration.
  - 9.5. The Privacy Officer will allow access of relevant CCTV footage to:
    - 9.5.1. New Zealand Police or other public sector agency such as the Privacy Commissioner.
    - 9.5.2. Individuals who have formally requested information pertaining to themselves at the authorisation and direction of the Privacy Officer.
  - 9.6. When a request for access to the CCTV has been received and if the footage can be located, the Privacy Officer will take measures to ensure the relevant footage is saved.
  - 9.7. Doctors on Riccarton will take reasonable steps to ensure that public disclosure does not occur (i.e. not uploaded anywhere) unless the Police want it made public.
10. Doctors on Riccarton will take reasonable steps to check CCTV images are accurate, complete, relevant and not misleading before using them.

## 4 REFERENCES

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- Privacy Act 2020
- Health information Privacy Code 2020
- Privacy Commissioner. (2013). *Information Privacy Principles*. Retrieved from Privacy Commissioner: <http://www.privacy.org.nz>
- Health (Retention of Health Information) Regulations 1996

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