



SITE WELD NZ LIMITED

COMPANY CCTV POLICY

CAMERA POLICY PURPOSE

Site Weld NZ Ltd reserves the right to conduct video surveillance on its premises for the purposes of protecting the safety and security of its business, assets, employees, customers, contractors, visitors and any other persons entering the facility. Video surveillance may also be used to detect instances of misconduct or serious misconduct as defined in our policy, including (but not limited to) the misuse, unauthorised possession or removal of company property. Such surveillance will be in accordance with the provisions of the Privacy Act 1993.

BACKGROUND

This policy has been created by Site Weld NZ Ltd to protect the privacy of individuals and complies with its legal obligations under the Privacy Act. The policy aims to follow best privacy practise to ensure that any image captured, collected and stored will be handled in a confidential manner that protects an individual's privacy at all times.

This policy deals with cameras installed in the yard, Tewsley St entrance and workshop areas. Video cameras will not be installed in smoko, toilet or changing areas. Cameras are fixed position, low definition and do not record sound. Covert cameras will not be used. Should the number, position or type of cameras use change staff will be consulted.

POLICY

1. CCTV is operated to provide protection and improve safety for individuals and to prevent crime.
2. Any staff incidents or misconduct detected by CCTV will be handled in accordance with the Site Weld NZ Ltd Code of Conduct.
3. Any criminal activity detected by CCTV will be forwarded to New Zealand Police for investigation.
4. The placement of any and all CCTV equipment will not unreasonably intrude on the privacy of individuals.
5. Signage advising of CCTV equipment will be installed in places to give individuals clear warning before they enter any area covered by such equipment. The signage will also give contact information for any queries regarding the CCTV.
6. CCTV footage will only be viewed by authorised personnel who have first sought permission of either the General Manager or company director. Footage will be viewed in accordance with the purpose of the cameras as detailed above.
7. CCTV footage will be recorded on the hard drive and only be kept for a reasonable period of time, but not longer than is reasonably required. Where an incident or suspected incident has



been identified, and with the approval of the General Manager, a portion of the footage is to be retained for resolving that incident.

8. The Cameras are movement activated and will record any movement in the areas covered by individual cameras 24 hours per day.

CCTV FOOTAGE ACCESS, STORAGE AND USE

1. Authorised staff and contractors will select and place the CCTV equipment to meet the stated purposes. Servicing of the equipment and checking recording quality will be attended to as required.

2. CCTV footage is stored on a hard drive.

3. Any formal written request by an individual to view footage related to them will be referred to the General Manager for consideration. Any such request will be limited by the ease of access to the footage and by the need to protect other people's privacy. If a request to view the footage is unable to be granted without unreasonably breaching others' privacy, a written description may be provided of what they are doing in the footage. Any such request will be responded to within 20 days.

4. The General Manager will allow access only of relevant CCTV footage to:

- Authorised staff of Site Weld NZ Ltd.
- Contractors on site specifically to work on the CCTV equipment at the request of the General Manager.
- New Zealand Police or other public sector agency such as the Privacy Commissioner.
- Individuals who have formally requested information at the authorisation and direction of the Privacy Officer and within 20 days of the request

COMPLAINTS

Any complaint about the CCTV will be received in accordance with the formal complaints process. Any complaint is to be forwarded in writing to the General Manager.

APPLICATION

This policy confirms the right of Site Weld NZ Ltd to conduct video surveillance and applies to all of its employees, contractors and general public who may enter the areas covered by our cameras.

CCTV Camera Policy	Review Date: Feb 2022
Approved Date: 17 Feb 2020	Approved by: Adrian Olsen