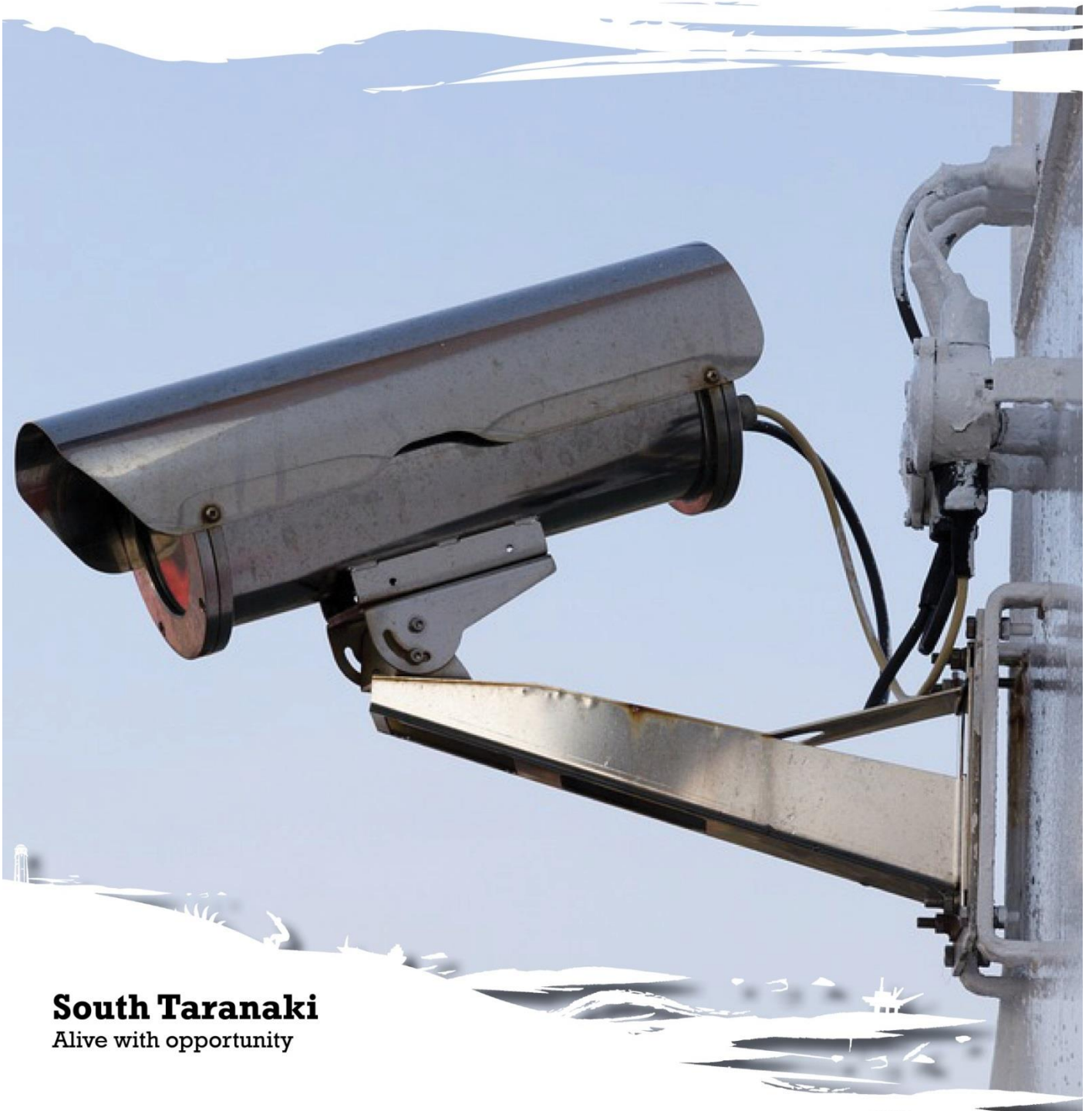


# **CCTV Cameras in Hawera Public Places Policy**

South Taranaki District Council



**South Taranaki**  
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## **Executive Summary**

This Policy records the Council's responsibilities in regard to the Closed Circuit Television (CCTV) cameras in the Hawera Town Centre. It records the camera locations, makes provision for the appointment of a Camera Officer to manage the system on the Council's behalf, and ensures that the installation and operation of the system comply with the Privacy Act 1993.

## **Roles and Responsibilities**

As the owner of the system, the Council is responsible for camera placement and maintenance, the installation and maintenance of signage, and renewal of the cameras, associated equipment and signage.

The Hawera Police are responsible for ensuring that only authorised personnel control the cameras and have access to the CCTV monitors and footage in accordance with the Privacy Act 1993. Access is regulated by the NZ Police Crime Prevention Cameras (CCTV) in Public Places Policy, and the Standard Operating Procedures adopted by the Hawera Police.

## **Purpose of the Policy**

The purpose of this Policy is to ensure that the installation and operation of the Hawera public places CCTV cameras comply with the Principles of the Privacy Act 1993 (the Act).

## **Objectives**

The objectives of this Policy are to:

- Record the camera locations;
- Appoint a Council Camera Officer;
- Ensure the public is aware of the cameras' existence; and
- Provide for reviews of the need for the cameras, their location and operation.

## **Requirements of the Act**

The installation of CCTV must comply with the Principles of the Privacy Act 1993. The Principles are attached to this Policy as Appendix 1.

## **Policy**

### **1.0 Purpose of CCTV System**

- 1.1 The CCTV system has been installed to reduce incidences of certain crimes in public places, particularly theft from cars, assault, fighting, drunkenness, drug use and dealing, wilful damage and disorder.

### **2.0 Partnership Agreement**

- 2.1 This Policy is to be read and applied in conjunction with the Partnership Agreement between the Council and the Police, signed on 21 March 2017 (Partnership Agreement).

### **3.0 Council Camera Officer**

- 3.1 The Camera Officer is the Council staff member designated by the Chief Executive to manage the CCTV system on the Council's behalf, to ensure that the installation and operation of the cameras complies with the Act and this Policy. The Camera Officer's responsibilities include:
- 3.1.1 Being an active member of the CCTV Cameras Management Group that maintains an overview of the operation of the CCTV system, or appointing a staff member to that role.
  - 3.1.2 Liaising with the Hawera Police Camera Officer.
  - 3.1.3 Handling public enquiries regarding the system (requests to view footage are handled by the Hawera Police).
  - 3.1.4 Dealing with problems with the CCTV system.

### **4.0 Camera Locations**

- 4.1 Cameras have been installed in the following locations:
- High/Argyle Streets, north-west corner (Subway building)
  - High/Victoria Streets, north-east corner (First National building)
  - High/Union Streets, north-west corner (Central Building)
  - High/Princes Streets, north-west corner (White Hart Hotel)
  - High Street, Hawera Club building
  - Regent Street Car Park (Campbell Lane)
  - Regent Street, opposite Little Regent Street
  - Hawera Court House, Princes Street,
  - Albion Street, opposite Skate Park
- 4.2 These are public places with a higher incidence of criminal offending, on identifiable days and times, than other similar areas.

### **5.0 Camera Operation**

- 5.1 'Time lapse' recording is continuous.
- 5.2 The cameras can be manually operated from the control room to pan, tilt and zoom.

## **6.0 Monitors and Viewing Live Footage**

- 6.1 The monitors for the cameras are installed in the control room. The Police are responsible for ensuring that the monitors are accessible only to Police personnel and persons authorised by the Police.
- 6.2 The footage recorded by the cameras is monitored at all times that Police staff or volunteers are present in the control room.

## **7.0 Security and Retention of Information**

- 7.1 All information collected by the CCTV system is stored at the Hawera Police Station, and the Police are responsible for its security.

## **8.0 Access to Collected Information**

- 8.1 Requests for access to recorded images (footage) from the public places CCTV system must be referred to the Police.

## **9.0 Maintenance**

- 9.1 The Council is responsible for ensuring that:
- The CCTV camera(s) at each location and associated computer systems, monitors, storage devices and cabling will be maintained by an approved service provider in accordance with a maintenance contract; and
  - The CCTV camera signage is installed in the appropriate locations and maintained and/or replaced as required to ensure it serves its purpose of informing the public.

## **10.0 Statistics Recording**

- 10.1 The Council Camera Officer will maintain a record of the numbers of complaints or requests for information about the CCTV system.

## **11.0 Public Awareness of Cameras**

- 11.1 The locations of cameras must be clearly signposted at the extremities of their coverage to notify the public that a camera is or may be in operation. It is intended that the signs will also serve as a general crime deterrent.
- 11.2 The signs must clearly display the message: "CCTV Camera Operating" or a similar message, and be of a size and style that makes them readily visible to people entering the area. The signs must include the Council's logo and telephone number.
- 11.3 Periodic public notices in the news media will convey more detailed information about the purpose and operation of the CCTV system, including the matters referred to in Information Privacy Principle 3 (see Appendix 1), and who to contact for more information about the system.

## 12.0 Annual Report and Review

- 12.1 The annual joint report required under the Partnership Agreement should include a general review of the system that comments on the location, operation, effectiveness and continuing necessity for the cameras.
- 12.2 After the first annual report and review, a joint report will be prepared each year and the system will be reviewed every three years.

## 13.0 Privacy Commissioner

- 13.1 The Privacy Commissioner has the right to review the need for, and the use of, the Police crime prevention camera operation in any Police district. This includes the Hawera public places CCTV system owned and operated by the Council in partnership with the Police.
- 13.2 The Office of the Privacy Commissioner must be supplied with the following information:
- Any proposal to install new cameras or to expand an existing scheme, at the time of initial consideration. The proposal must include a justification for the installation of the cameras and an outline of the consultation process to be followed.
  - Following installation, an outline of the consultation process followed, together with copies of the operating policies and the public notices issued.
  - The periodic evaluation reports.

## 14.0 Definitions

**Act** means the Privacy Act 1993.

**CCTV** means Closed Circuit Television and includes digital/computerised technology for filming, transmitting and storing information.

**Chief Executive** means the Chief Executive of the South Taranaki District Council.

**Council** means the South Taranaki District Council.

**Council Camera Officer** means any person designated by the Chief Executive of the Council to carry out the responsibilities of a Camera Officer under this policy.

**Police** means employees of the New Zealand Police based at the Hawera Police Station.

**Public Place** means an outdoor place under the Council's control to which all members of the public have free and unrestricted access at any time of day or night, and includes a road, whether under the Council's control or not, and a reserve.

## **15.0 Information Requests and Complaints**

15.1 In the first instance any requests for information about the CCTV system, access to the recorded images or complaints about the system should be addressed to the Council Camera Officer.

## **16.0 Contacts**

Camera Officer  
South Taranaki District Council 06 278 0555 or 0800 111 323

## **17.0 Review of Policy**

17.1 This Policy shall be reviewed in conjunction with the review of the use of the cameras, to ensure the Policy is effective in achieving the objectives.

## **Appendix**

### **Appendix 1: Privacy Act 1993 Principles**



## Appendix 1: Privacy Act 1993 Principles

### Principle 1

Personal information must only be collected when:

- The collection is for a lawful purpose, connected with what the agency does, and
- It is necessary to collect the information for that purpose.

### Principle 2

Personal information must usually be collected from the person the information is about. But sometimes it is all right to collect information from other people instead - for instance, when:

- Getting it from the person concerned would undermine the purpose of the collection.
- It's necessary so a public sector body can uphold or enforce the law.
- The person concerned authorises collection from someone else.

### Principle 3

When an agency collects personal information from the person the information is about, it has to take reasonable steps to make sure that person knows things like:

- Why it is being collected.
- Who will get the information.
- Whether the person has to give the information or whether this is voluntary.
- What will happen if the information isn't provided.

Sometimes there are good reasons for not letting a person know about the collection, for example, if it would undermine the purpose of the collection, or it's just not possible to tell the person.

### Principle 4

Personal information must not be collected by unlawful means or by means that are unfair or unreasonably intrusive in the circumstances.

### Principle 5

It's impossible to stop all mistakes. But agencies must ensure that there are reasonable safeguards in place to prevent loss, misuse or disclosure of personal information.

### Principle 6

People usually have a right to ask for access to personal information that identifies them. However, sometimes, agencies can refuse to give access to information, for instance because giving the information would:

- Endanger a person's safety.
- Prevent detection and investigation of criminal offences.
- Involve an unwarranted breach of someone else's privacy.

### Principle 7

People have a right to ask the agency to correct information about themselves, if they think it is wrong.

If the agency does not want to correct the information, it does not usually have to. But people can ask the agency to add their views about what the correct information is.



**Principle 8**

Before it uses or discloses personal information an agency must take reasonable steps to check that information is accurate, complete, relevant, up to date and not misleading.

**Principle 9**

An agency that holds personal information must not keep that information for longer than is necessary for the purposes for which the information may be lawfully used.

**Principle 10**

Agencies must use personal information for the same purpose for which they collected that information.

Other uses are occasionally permitted (for example because this is necessary to enforce the law, or the use is directly related to the purpose for which the agency got the information).

**Principle 11**

Agencies can only disclose personal information in limited circumstances. One example is where another law requires them to disclose the information. Also, an agency can disclose information if it reasonably believes, for example, that:

- Disclosure is one of the purposes for which the agency got the information.
- Disclosure is necessary to uphold or enforce the law.
- Disclosure is necessary for court proceedings.
- The person concerned authorised the disclosure.
- The information is going to be used in a form that does not identify the person concerned.

**Principle 12**

Some agencies give people a “unique identifier” instead of using their name. Examples are a driver’s licence number, a student ID number, or an IRD number. An agency cannot use the unique identifier given to a person by another agency. People are not required to disclose their unique identifier unless this is one of the purposes for which the unique identifier was set up (or directly related to those purposes).