



CLOSED CIRCUIT TELEVISION (CCTV) POLICY AND PROCEDURES

(DATE OF EFFECT: 1 June 2018).

1. INTRODUCTION

Long Reef Golf Club (LRGC) is subject to, and seeks to comply with New South Wales and Commonwealth legislative requirements concerning the installation, maintenance and operation of its CCTV equipment. The directly relevant legislation is listed in LRGC By-Laws at Section 36 (page 29). This document sets out the policies and procedures approved by the Board for this purpose.

This document applies to Members, Employees and Contractors (see 4 below), of LRGC together with, Members' Guests, Visitors and members of the Public, and concerns CCTV operations in the Club House, Pro Shop, Maintenance Facility, Golf Course and their immediate surrounds, within the Griffith Park area of Management.

2. PURPOSE OF CCTV

LRGC operates its CCTV equipment for lawful purposes only, including the assistance this gives the Police and the Courts in providing them with information to detect, evidence and pursue criminal activity. CCTV information is not used for any other purpose and The Club abides by the Australian Privacy Principles, set down in the Privacy Act 1988 (Cth).

3. CCTV SIGNAGE

LRGC must have a sign in the vicinity of each of its CCTV cameras. Each sign must be readily visible, and clearly stating that CCTV operates continuously in this area.

4. EMPLOYEES AND CONTRACTORS

In operating its CCTV equipment LRGC will comply with the requirements of the Workplace Surveillance Act 2005 (NSW). In particular LRGC will ensure any new employee or contractor is notified in writing prior to commencing employment that CCTV operates at the Club in compliance with relevant legislation. Where an existing

employee or contractor has not previously been notified of CCTV operations it is a requirement that person be notified in writing as soon as possible.

5. ACCESS TO CCTV INFORMATION

Access to CCTV information will only be provided for Courts and Police agencies. The only other permitted access is for maintenance, management and development of the Club's CCTV equipment in accordance with LRGC By-Laws: Section 36.