

1.0 INTRODUCTION AND APPLICATION

This CCTV Policy sets out how Cornwall Park Trust Board (Inc) of 203 Greenlane Road West, Greenlane, Auckland, 9999, New Zealand, uses and operates Closed-Circuit Television (**CCTV**), and how we collect, use, store and otherwise manage CCTV footage.

This policy applies to the CCTV network we operate within the Cornwall Park grounds (**Park**), including cameras installed outside and inside buildings throughout the Park and portable video cameras that may be used by our staff and contractors.

This policy applies to our staff, contractors and the general public who may enter the Park where CCTV is in operation.

This policy does not apply to CCTV systems operated by tenants or other occupiers of the Park.

2.0 OBJECTIVE

We have created this policy to provide guidance on our management and use of CCTV to meet legal obligations and to facilitate staff and public safety. This includes for the purposes of security, community protection, traffic monitoring and for monitoring our internal operations, such as monitoring our assets within the Park.

This policy aims to follow best practice to ensure that any CCTV footage we collect is handled and used in accordance with applicable laws. Where CCTV footage includes personal information (as that term is defined in the Privacy Act 2020), we will observe and comply with the Privacy Act 2020 and our privacy policy available at <https://cornwallpark.co.nz/uploads/logos/Cornwall-Park-Privacy-policy-V004-October-2024.pdf>.

3.0 PURPOSE

We use and disclose CCTV systems to:

- Help prevent, deter and/or detect criminal activity from occurring.
- Provide evidence to law enforcement agencies and other public sector agencies where it is necessary for them to uphold the law.
- Undertake investigations, such as in relation to damage to our assets at the Park.
- Assist with the monitoring, review and enforcement of traffic-related incidents within the Park.
- Enhance the safety of staff, contractors and visitors to the Park.
- Monitor and respond to health and safety events or circumstances.
- Support effective resolution of issues and complaints.

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- Monitor and protect our property, buildings, critical infrastructure and other assets.
- Monitor and manage events and operations.
- To check whether staff working alone need support and otherwise monitor actions of our staff.

3.0 HOW WE OPERATE CCTV

- We operate CCTV cameras throughout the Park and exact locations may vary from time to time.
- CCTV records visual footage only and not audio.
- CCTV operates 24/7, however it is motion sensor activated.
- The placement of any and all CCTV equipment will not unreasonably intrude on the privacy of individuals.
- CCTV footage will record on our servers (which may be our own servers or servers operated by third party cloud service providers) for approximately 16 weeks before being overwritten in a continuous recording cycle.
- Occasionally, we may undertake covert recordings using our CCTV network. This will only be in exceptional circumstances and on a temporary basis. For example, we may undertake covert recordings where there is a strong suspicion of criminal activity or misconduct which breaches law, or may give rise to a health and safety risk to any person, or damage to the environment, and which cannot be detected by other means. CCTV cameras that have been covertly installed will be removed or, if retained, disclosed with signage (where appropriate), immediately upon conclusion of the purpose for which they were installed.
- With the exception of temporary covert camera installations, we will display signs where cameras are in operation.

4.0 CCTV FOOTAGE ACCESS AND STORAGE

ACCESS

Internal access: Access to CCTV footage by our staff and contractors will be limited to staff and contractors where access is relevant to their role within the Trust and such use is in accordance with the purpose(s) of the operation of the CCTV network summarised above.

External access: As noted above, CCTV footage will be made available to public sector agencies, including the New Zealand Police, where it is necessary to maintain or uphold the law.

An individual may request access to CCTV footage of themselves. Any request for personal information on CCTV footage under the Privacy Act 2020 will be assessed and responded to in accordance with that Act, including its timeframes. Access can be refused on the grounds set out in sections 49 to 53 of the Privacy Act 2020.

STORAGE

Appropriate security measures will be taken to protect against unauthorised access to, alteration, disclosure, loss (including loss of access to) or destruction of CCTV footage. Security measures will include physical, technological and administrative means.

CCTV footage is automatically overwritten by new footage when the storage device reaches its full capacity, unless we are required or reasonably consider CCTV footage is required to be retained for evidential purposes or for any other reason permitted or required by law.

5.0 CONTACT US

If you have any questions about our use of CCTV or this CCTV policy please contact us at admin@cornwallpark.co.nz.

6.0 CHANGES

We reserve the right to revise our CCTV policy, or any part of it, from time to time. Please review the policy periodically for changes.

7.0 REVIEW SUMMARY

Document Version	Date Reviewed	Who By	Changes Made	Next Review Date
V001	Aug 2022	TWR	Development of policy	Aug 2023
V002	Jan 2023	TWR	Updates to reflect practise	Jan 2024
V003	Feb 2024	TWR	More clarification provided on releasing CCTV to individuals.	Feb 2025
V004	Oct 2024	DLA	DLAPiper review and updates	Oct 2025

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