



# Wodonga Football & Sports Club

## CCTV Policy

### **Purpose and scope**

This policy explains how the Wodonga Football & Sports club (herein referred to as the “Club”) uses closed-circuit television (CCTV) on its premises to support the safety and security of members, players, volunteers, employees, spectators, officials, guests and club property. It applies to all Club-operated camera systems, recordings and related equipment at Club facilities.

The Club uses CCTV to help deter vandalism, theft, anti-social behaviour and unauthorised access, and to assist in reviewing incidents involving safety or security. CCTV is not used for continuous live monitoring except when reasonably necessary for security purposes.

### **Privacy and permitted use**

The Club will operate CCTV in a fair, reasonable and proportionate way, having regard to privacy obligations and applicable surveillance laws. Cameras will only be installed where there is a legitimate safety, security or asset protection purpose. Clear signs will be displayed at entry points and other suitable locations to inform people that CCTV is in operation.

Cameras will not be placed in toilets, change rooms, showers or any other area where people would reasonably expect a high level of privacy.

### **Operation, access and disclosure**

CCTV footage will be stored securely and access will be limited to authorised Club office bearers, or contractors who need access for an approved purpose. Footage may be viewed after a reported incident, where there is a safety or security concern, where the Club is investigating a complaint or suspected misconduct, or where access is otherwise authorised by law.

The Club may disclose footage to police, emergency services, insurers, legal advisers or other parties where reasonably necessary for incident management, investigation, legal proceedings or where required or authorised by law.

### **Storage, retention and requests**

Unless required for an active investigation, complaint, insurance matter or legal proceeding, CCTV footage will generally be retained for up to 60 days and then automatically deleted or overwritten. The Club may retain specific footage for longer where necessary to investigate an incident or meet legal obligations.

Recordings will be protected against unauthorised access (restricted to authorised Club Office bearers only), to ensure that there is no misuse, alteration, loss or disclosure. Individuals may make a written request to the Club about footage that may include their image; however, the Club may refuse, limit or condition access where this is necessary to protect the privacy of others, preserve an investigation, comply with laws or manage operational and safety risks.

### **Responsibilities, breaches and review**

The Club committee is responsible for approving camera locations, authorising access to footage, ensuring signage is in place and arranging periodic review of the system. Any employees, contractors or volunteers with access to CCTV must follow this policy and maintain confidentiality at all times.

Any misuse of CCTV equipment or footage may result in disciplinary action, removal of access, referral to police, or other action considered appropriate by the Club. This policy will be reviewed at least every two years, or earlier if operational needs, risks or legal requirements change.

Approved by the Board at the meeting held on:	18 May 2026
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