



**NORTH SHORE BRASS INC.**  
 PO Box 100-265  
 North Shore Mail Centre  
 Auckland  
 New Zealand  
[www.northshorebrass.org](http://www.northshorebrass.org)  
 Charity # CC 28334

**BAND ROOM LOCATION**  
 13a Taharoto Road  
 Takapuna

## CCTV POLICY

### Policy Purpose

The purpose of this policy is to regulate the management and operation of the Closed-Circuit Television (CCTV) System (the **System**) at North Shore Brass Band Rooms (the **Band Rooms**), and to ensure the System is managed in such a way that safety and security are enhanced; the privacy rights of NSB community and the public are respected in accordance with the Privacy Act 2020; and applicable laws and policies are complied with.

It also serves as a notice and a guide to data subjects (including students, parents, staff, volunteers, visitors to the band rooms and members of the public) regarding their rights in relation to personal data recorded via the System.

The System is administered and managed by North Shore Brass, which acts as the Data Controller. This policy will be subject to review from time to time.

All cameras are fixed and are in plain sight on the band room premises. North Shore Brass does not use CCTV for covert monitoring or monitoring of private property outside the band room area. The cameras and areas covered are listed here:

- Two (2) in main band room.
  - One (1) in the middle of the room looking at the entrance door.
  - One (1) in corner of room outside library looking back into the room.
- Two (2) in the function room.
  - One (1) in middle looking over the entrance doors.
  - One (1) in back corner looking over whole room.
- Two (2) in instrument/uniform storeroom.
  - One (1) in the "cage" looking over the back door exit.
  - One (1) in uniform store looking over store.
- One (1) overlooking carpark.
- One (1) overlooking entrance into main band room on the outside of the building looking across entrance doors.
- One (1) in foyer - middle of foyer looking at entrance doors.
- One (1) in bar, top corner of bar, looking across service hatch.
- Two (2) in kitchen, one in opposite corners looking over kitchen.
- One (1) in toilet corridor backing on to hire room, covers two toilet doors.

### Policy Scope

This policy applies to all personnel involved in the operation and management of the CCTV system, including but not limited to, employees, volunteers, contractors, and third-party vendors.

## Objectives

The objectives of this policy are to:

- Ensure the protection of the property, assets, and personnel of the North Shore Brass Band rooms.
- Ensure the privacy of individuals visiting the North Shore Brass Band rooms is respected and protected.
- Ensure that the CCTV system is used in accordance with the provisions of applicable laws and regulations.

## Management And Operation

The CCTV system at the North Shore Brass Band rooms will be managed and operated by authorised personnel only. The following procedures shall be followed:

- Access to the CCTV system shall be limited to authorised personnel only and will be controlled through the use of secure passwords and user authentication methods.
- All personnel involved in the operation and management of the CCTV system will receive training on the use of the system and the importance of privacy and data protection.
- The CCTV system will be used for the purpose of securing the property, assets, and personnel of the North Shore Brass Band rooms and for monitoring the premises for safety and security purposes.
- The CCTV system shall not be used for any illegal or unethical purpose.
- The CCTV system will be maintained and serviced regularly to ensure proper operation.
- The recorded footage from the CCTV system will be retained in accordance with the provisions of applicable laws and regulations and will be used only for the purposes outlined in this policy in accordance with the provisions of applicable laws (Privacy Act 2020) and regulations.

## Authorised Personnel

- Band President
  - Owen Melhuish
- Hall Manager
  - John Sullivan
- Automation and Audio-Visual Contractor
  - Wave AV

## Privacy

The North Shore Brass Band rooms are committed to protecting the privacy of individuals visiting the premises. The following procedures shall be followed:

- The CCTV system will be positioned to capture only areas of the North Shore Brass Band rooms that are necessary for the protection of property, assets, and personnel.
- No cameras will be positioned in areas where individuals may have a reasonable expectation of privacy, such as restrooms or changing rooms.
- Signs will be posted in visible locations throughout the North Shore Brass Band rooms to inform individuals that the premises are under surveillance.
- All requests for access to recorded footage will be reviewed by authorised personnel and will only be released in accordance with the provisions of applicable laws and regulations.

### **Disciplinary Action**

Any personnel found to have violated the provisions of this policy will be subject to disciplinary action, which may include ejection from North Shore Brass. If specific data or privacy laws have been violated, North Shore Brass will escalate to the relevant authorities.

### **Review**

This policy will be reviewed regularly to ensure that it remains relevant and up to date.


### **Acceptance**

By accepting this policy, all personnel involved in the operation and management of the CCTV system at North Shore Brass Band rooms agree to comply with the provisions of this policy.

### **Approved by:**

Owen Melhuish – North Shore Brass  
President

Signed:



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Date

**21<sup>st</sup> June 2024**

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to be reviewed June 2025