

Maroochy Beach Gymnastics

CCTV & Video Surveillance Policy



Purpose

Maroochy Beach Gymnastics operates CCTV (Closed Circuit Television) systems to:

- enhance child safety and safeguarding
- protect members, staff and volunteers
- deter inappropriate or unlawful behaviour
- protect Club property
- support incident investigation and dispute resolution

This Policy outlines how CCTV is used, stored and managed.

Scope

This Policy applies to:

- Members
- Gymnasts
- Parents/Guardians
- Spectators
- Staff
- Volunteers
- Contractors
- Committee Members
- Visitors

Location of Cameras

CCTV cameras are installed in visible, open and common areas of the facility, including:

- Gym floor areas
- Reception

- Entry/exit points
- Hallways
- External perimeter areas

CCTV is **not installed** in:

- Change rooms
- Toilets
- Shower areas
- Any private amenity space

Purpose & Permitted Use

CCTV footage may be used for:

- safeguarding and child protection investigations
- investigating alleged misconduct
- resolving complaints
- reviewing safety incidents or injuries
- supporting disciplinary processes
- responding to police or lawful authority requests

CCTV is not used for routine performance monitoring of staff unless required as part of a legitimate performance improvement, complaint or investigation process.

Privacy & Compliance

CCTV operations are conducted in accordance with applicable Queensland privacy, surveillance and evidence legislation.

The Club:

- installs cameras only in areas where there is a legitimate safety purpose
- avoids unreasonable intrusion into privacy
- stores footage securely
- restricts access to authorised personnel only

Footage remains the property of Maroochy Beach Gymnastics.

Access to Footage

Access to CCTV footage is restricted to:

- Club Manager
- Authorised Committee representatives
- Authorised investigators
- Law enforcement (upon lawful request)

Footage will not be released to:

- parents
- members
- staff
- third parties

unless required by purposes identified in section 4 above.

The Club may provide confirmation that footage has been reviewed, but raw footage will not generally be distributed.

Storage & Retention

CCTV footage is:

- securely stored
- retained for a limited period consistent with operational and legal requirements
- automatically overwritten unless required for purposes identified in section 4 above.

Prohibited Conduct

The following is prohibited:

- Tampering with CCTV equipment
- Attempting to disable or obstruct cameras
- Unauthorised access to CCTV systems
- Copying or distributing footage without approval

Such conduct may result in disciplinary action and/or referral to Police or relevant Authorities.

Complaints or Concerns

Concerns regarding CCTV use should be directed in writing through the formal complaints process to:

- Club Manager
- Committee Member

Acknowledgement

Participation in Club activities constitutes agreement to comply with this Policy.

Failure to comply may result in action under the Club's governing documents.

Policy Review

This Policy will be reviewed periodically, as necessary, to ensure compliance with legislation and safeguarding standards.