



DATE 20th May 2013
SUBJECT Access to CCTV Footage Policy
APPROVED BY BOARD of MANAGEMENT

The following policy statement was adopted at the Board of Management meeting dated 20th May 2013 and adopted as Maroochydore Club policy from that date.

Policy criteria for access to any CCTV footage from the cameras installed on the premises of the Maroochydore SLSC inc. including the building situated in Sixth Avenue, Maroochydore.

- If the request is from the Queensland Police Force then access to the footage should be granted immediately with a copy of the request forwarded to the Secretary of the Maroochydore SLSC for the records.
- All other requests for access to the footage must first be authorised by the Secretary of the Maroochydore SLSC. If the request is from an Officer of the Club the request outlining the details must first be authorised by the President, Deputy President or Secretary, who if the request is granted will authorise a staff member to view the relevant footage and report any findings to the President, Deputy President or Secretary. The President, Deputy President Secretary will then report to the Officer requesting the investigation and to the Board of Management for further action if necessary.