

## CCTV Policy for Zane Grey's Restaurant and Bar

### Purpose

Zane 2018 Limited aims to provide a safe and secure environment to protect its employees, customers and the interests of its shareholders. Closed Circuit Television (CCTV) Cameras are installed and operated for one or more of the following purposes:

- Facilitate employee and public safety, Improve security and deter criminal activity within or outside the premises. Protect the employer's fittings/fixtures and assets. Record receipt and banking transactions for playback if an error has occurred. Monitor compliance with cash handling techniques for cashier training purposes. Monitor trespass or unauthorised access to the premises. Monitor compliance with the employer's house rules, company policies and workplace procedures. Capture information that could be used to investigate crime, a health and safety matter, employee or customer incidents and/or misconduct. To assist in effectively managing the organisation, particularly in training employees on customer service and conflict management. The CCTV may also be used for ancillary purposes such as resource allocation and management.

### Scope

This policy applies to all employees, contractors, customers and the general public who may be on or near the employer's premises. This policy applies to non-covert CCTV operating on or around the employer's premises.

### Policy

- The system may include, but is not limited to, a range of: CCTV Cameras
- Cameras will be located at various places at the facilities, premises and areas, and may be relocated from time to time. CCTV may cover (but is not limited to):
  - Aquarium entrance, Aquarium bar, Aquarium dining area, Aquarium pass, Outdoor pathway between Dock and Aquarium dining areas, Dock entrance, Dock bar, Dock dining, Dock pass, Kitchen, Rubbish area, Office, Passage office, Dock/Aquarium entry/exit
- CCTV cameras are currently located in the following places: as listed above
- Employees will be notified if any cameras are relocated during the course of their employment.
- Cameras will record video only.
- Signage advising of CCTV equipment will be installed at entry points to the premises and close to the cameras where practicable. A list of CCTV operated areas will be listed on the website [zanegreys.co.nz](http://zanegreys.co.nz) and provided to employees during their induction process.
- Any employee incidents or misconduct detected by CCTV will be handled in accordance with the employer's house rules, company policies, workplace procedures, code of conduct, or employee's individual employment agreements.
- Any criminal activity recorded on CCTV will be handled in accordance with the house rules, company policies, workplace procedures, code of conduct, employee's individual employment agreements and in accordance with the requirements of a criminal investigation.

- The placement of any and all CCTV equipment will not unreasonably intrude on the privacy of individuals.
- All cameras may operate 7 days per week
- User access

<b>Full System Access to all CCTV camera features and programming</b>	Owner
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- CCTV footage storage
  - CCTV footage is stored on a secure hard drive or similar storage device.
  - Access to the server is restricted to the authorised persons listed in clause 11.
  - CCTV footage will be recorded on the hard drive for 30 days before being overwritten in a continuous recording cycle. Where an incident or suspected incident has been identified, and with the approval of the owner, the footage may be retained for a further period of time as needed.
- CCTV information access and the Police
  - At the employer's sole discretion, a copy of footage may be given to the Police where any criminal activity is suspected or where requested in accordance with Police procedure.
- CCTV information access by individuals
  - Recorded footage is confidential to the employer. All requests to view footage relating to individuals will be referred to the employer's Privacy Officer for consideration.
  - At the Privacy Officer's discretion, they may approve persons or entities that data may be disclosed to.
  - A request by the public to view footage that contains information relating to other individuals must be in writing and will be dealt with as either:
    - a matter to be referred to the Police or
    - where the footage requested for viewing only shows the individual who has made the request, the request will be dealt with in accordance to the Privacy Act 1993.
  - Any request to view footage may be limited by the need to protect other persons' privacy. If a request to view the footage is unable to be granted without unreasonably breaching others' privacy, a written description may be provided by the employer of what they are doing in the footage.
- Complaints
  - Any complaints about CCTV is to be forwarded in writing to the Privacy Officer.

### Policy Review

The review time frame of this policy will be annually.

### Effective Date

Policy in effect from: 19 September 2018

Please contact Admin to fill in the correct form to Request for a Copy of Recorded Material (CCTV Camera System). All written declaration must be completed by all persons requesting recorded information to be scanned, email:

[laine@zanegreys.co.nz](mailto:laine@zanegreys.co.nz)