

## **Camera (CCTV) Privacy Policy**

### **Purpose**

Marlborough Airport Ltd (MAL) uses a CCTV system to assist with the safety and security of passengers, staff, tenants, air operators, contractors and airport facilities.

### **Background**

This policy has been provided by MAL to protect the privacy of individuals and complies with its legal obligations under the Privacy Act. The policy aims to follow best practice to ensure that any image captured, collected and stored are handled in a confidential manner that protects an individual's privacy at all times. This policy deals with cameras installed in the public areas of the airport terminal, car park and operational areas.

### **Policy**

1. CCTV is operated to improve safety and security of passengers, staff, tenants, air operators, contractors and airport facilities.
2. Any staff incidents or misconduct detected by CCTV will be handled in accordance with their individual employer's Behaviour and Disciplinary policy.
3. Any criminal activity detected by CCTV will be forwarded to New Zealand Police for investigation.
4. The placement of any and all CCTV equipment will not unreasonably intrude on the privacy of individuals.
5. Signage advising of CCTV equipment will be installed in places to give individuals clear warning before they enter any area covered by such equipment. The signage will also direct people to this policy.
6. CCTV footage will only be viewed by authorised personnel who have first sort permission of the Privacy Officer. Footage will be viewed in accordance with the purpose of the cameras as detailed above.
7. CCTV footage will be recorded and kept for approximately 10 days and then deleted. Where an incident or suspected incident has been identified, and with the approval of the Privacy Officer, a portion of the footage is to be retained for resolving that incident.
8. The cameras are movement activated and will record any movement in areas covered by the individual cameras 24 hours per day.

## **CCTV footage access, storage and use**

1. The Manager Airside and authorised contractors will select and place the CCTV equipment to meet the stated purposes. Servicing of the equipment and checking recording quality will be attended to as required.
2. Any formal written request by an individual to view footage related to them will be referred to the Privacy Officer for consideration. Any such request will be limited by the ease of access to the footage and by the need to protect other people's privacy. If a request to view the footage is unable to be granted without unreasonably breaching others' privacy, a written description may be provided of what they are doing in the footage. Any such request will be responded to within 10 days.
3. The Privacy Officer will allow access only of relevant CCTV footage to:
  - Authorised contractors specifically working on the CCTV equipment.
  - New Zealand Police or public sector agency such as the Privacy Commissioner.
  - Individuals who have formally requested information at the authorisation and direction of the Privacy Officer and within 10 days of the request.

## **Complaints**

Any complaint is to be forwarded in writing to the Privacy Officer.

## **Application**

This policy applies to all employees of Marlborough Airport Ltd, tenants, air operators, contractors and the general public.

**Attn:**

**Privacy Officer**

**Marlborough Airport Ltd**

**PO Box 1101**

**Blenheim**

**New Zealand**