

# Airport Security Camera

## Privacy Policy

### Purpose

Marlborough Airport Ltd (MAL) uses a Closed Circuit Television (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 the 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 Operations and Safety Manager. 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 Operations and Safety Manager 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. Images will only be stored for 10 days. An access log will be kept of what 3<sup>rd</sup> parties have viewed footage.
2. Any formal written request to view footage will be referred to the Operations and Safety Manager for consideration. Any such request will be limited by the ease of access to the footage and by the need to protect staff or 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 CCTV footage. Any such request will be responded to within 5 days.
3. The Operations and Safety Manager 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.
  - Companies or Individuals who have formally requested information at the authorisation and direction of the Operations and Safety Manager and within 5 days of the request.

## **Application**

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

## **Complaints**

Any complaint is to be forwarded in writing to the Operations and Safety Manager.

Attn: Operations and Safety Manager,  
Marlborough Airport Ltd,  
PO Box 1101,  
Blenheim 7240,  
New Zealand