

Preliminary application form – installation of CCTV (CCTV Business Plan)

Name:	Address:
Title:	
Organisation:	
Request on behalf of:	Phone:
	Email:
Date:	Signature:

Preliminary application

Before progressing with community consultation over CCTV or engaging Council staff in the installation, operation and review process, you will need to get preliminary acceptance to proceed from an SDC privacy officer.

Preliminary acceptance means we believe there is a justifiable business case for CCTV installation. If you receive preliminary acceptance you will then need to complete the rest of this application form for acceptance to proceed with install.

We provide no guarantees that preliminary acceptance will result in the application for installation being accepted.

Email this completed form to: privacyofficer@southlanddc.govt.nz

1. Describe why you are applying for CCTV installation (what is the purpose/issue you are seeking to address)?
2. What will the CCTV footage be used for?
3. How will CCTV solve the issue you are trying to address?
4. What are the outcomes you anticipate from the CCTV being installed?
5. Who will be impacted by CCTV installation?
6. Can you confirm CCTV will NOT be placed in areas restricted for privacy reasons (i.e. such as locations which do not intrude on individual privacy or private property)?

Office use only

- Preliminary approval
 - Not approved
- Reason:

Date:
Name:
Title:
Signature:

Application to install CCTV - (CCTV Business Plan)

Fill out the remaining questions on this form if you have received preliminary acceptance.

If you have received preliminary acceptance, please contact a member of the community leadership team (0800 732 732) to support you in collating this information and contacting the relevant departments.

Useful SDC contacts may include;

- community leadership team (administrative and funding queries)
- the information services team (for technical queries)
- communications team (for consultation queries, signs and notices)
- community facilities team (operational queries)
- people and capability team (for privacy and data protection queries)

The following documents may be helpful in completing this form:

- the SDC Privacy Policy 2022
- the SDC CCTV installation and review policy checklist
- Privacy Commissioner's Privacy and CCTV: A guide to the Privacy Act for businesses, agencies and organisations

Email this completed form, and your preliminary approval to: privacyofficer@southlanddc.govt.nz

If your plan is approved, SDC will notify the contact listed on this form and the relevant departments above, via a member of the community leadership team, in order to plan next steps.

Part 1 – Suitability
7. What alternative options to CCTV have you considered and why are these not suitable?
8. What separate actions are proposed to support CCTV solving the issue?
9. How will you make people aware of the CCTV? Will cameras and signs be visible?
10. If you are seeking CCTV to be used covertly, what purpose will covert CCTV achieve to address the underlying issue that non-covert CCTV and/or separate actions will not?
11. What was the result of a Crime Prevention Through Environment Design assessment undertaken for the proposed CCTV area?
Part 2 – Operational plan
12. What is the location/s of the CCTV to be installed?
13. What is the location of signs indicating CCTVs are operating?

14. What is the exact field of vision of the CCTV?
15. What are the operating times for the CCTV?
16. Will the CCTV be permanent or temporary, fixed or portable?
17. What specific equipment (model and make) will the CCTV be?
18. What functions will the CCTV cameras have (pan, zoom, sound, etc)?
19. What are the indicative costs of the CCTV and how will it be funded?
20. What maintenance will the CCTV require?
21. Who holds overall responsibility for the CCTV? (individual / role)
22. Who else (staff/operators) will have access to CCTV data and for what purpose?
Part 3 – Data collection plan
23. How and where will the CCTV footage be stored?
24. Describe how and when will the CCTV data be accessed/monitored?
25. Will there be a memorandum of understanding for sharing footage/access with the Police?
26. How should incidents / events discovered during monitoring be escalated?
27. What is the length of time data will be kept for (and why)?
Part 4 – Risk mitigation strategies
28. What are the risks involved in this CCTV installation?

<p>29. Have you completed any consultation with community or community boards over the proposed CCTV?</p>
<p>30. How will the public be made aware of the CCTV?</p>
<p>31. What privacy enhancing technologies will be used (encryption, blurring, etc.)?</p>
<p>32. What messaging / information will be on CCTV signs / cameras in the area?</p>
<p>33. How will individuals request access to CCTV data/footage?</p>
<p>34. Who will be granted access to data and under what circumstances / conditions?</p>
<p>35. How / when will the accuracy of footage be confirmed?</p>
<p>36. How will you ensure access to CCTV data is protected / secure?</p>
<p>37. How will you train staff in the use of CCTV and access to data?</p>
<p>Part 5 - Review</p>
<p>38. What is the complaints process?</p>
<p>39. When and how will you report on the effectiveness of the CCTV?</p>
<p>Additional comments</p>

Office use only

- Approved
- Not approved

Date:
Name:
Title:
Signature:

- Departments notified
- Review scheduled

Comments: