

POLICY

Scouts NSW-Closed Circuit Television (CCTV)



Issued with the authority of the Chief Executive Officer
and Chief Commissioner of Scouts NSW

Chief Executive Officer signature		Chief Commissioner signature	
Sponsor	EM Risk & Compliance		
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1 Purpose

- 1.1 The purpose of this policy is to outline the principles and procedures for the use of Closed-Circuit Television (CCTV) within Scouts NSW facilities and public areas associated with Scouting activities. This policy ensures compliance with relevant privacy and surveillance legislation, promotes safety, and aligns with the values of Scouts NSW.

2 Scope

- 2.1 This policy applies to all CCTV systems installed or operated by Scouts NSW at its premises, campsites, and events where surveillance is deemed necessary for safety and security purposes. All CCTV is to be operated in accordance with the [Privacy Act 1988 \(Cth\)](#), the [Workplace Surveillance Devices Act 2007 \(NSW\)](#), and the [Surveillance Devices Act 2007 \(NSW\)](#).

3 Principles

- 3.1 Scouts NSW adheres to the following principles when implementing CCTV:
- **Accountability:** Clear ownership and responsibility for CCTV systems.
 - **Privacy:** Respect for individuals' privacy rights under the NSW Surveillance Devices Act.
 - **Transparency:** Informing the community about CCTV usage.
 - **Proportionality:** CCTV will only be used where necessary and justified.
 - **Security:** Ensuring recorded data is securely stored and accessed only by authorised personnel.
- 3.2 As CCTV footage falls under the scope of the Australian Privacy Principles (APPs), Scouts NSW seeks to comply with the key APPs that apply to CCTV surveillance:
- Lawful and Fair Collection (APP 3): Personal information, such as CCTV footage, must be collected by lawful and fair means that are necessary for business objectives.
 - Notification of Collection (APP 5): Individuals must be notified that their personal information is being collected.
 - Use and Disclosure (APP 6): CCTV footage can only be used or disclosed for the primary purpose for which it was collected. Exceptions to this rule include individual consent or disclosure required by law.
 - Data Security (APP 11): A business must take reasonable steps to protect the CCTV footage from unauthorised access or other misuses.
 - Access and Correction (APPs 12 & 13): Individuals can access any CCTV footage that identifies them, however there are exceptions to this rule, such as law enforcement activities being impacted.
 - Retention and Disposal (APP 11): CCTV footage should not be kept longer than necessary. Generally, once the purpose of the footage is fulfilled, it should be deleted.

4 Notice of CCTV

- 4.1 This policy serves as notice from Scouts NSW to its employees, contractors, consultants, temporary staff, and volunteers that Scouts NSW undertakes continuous and ongoing surveillance of its premises, campsites and events by way of CCTV which may include audio recording.
- 4.2 Employee, contractors, consultants and temporary staff, and volunteers of Scouts NSW have received at least 14 days' written notice prior to the commencement of the above surveillance or have agreed to a shorter notice period in writing.

5 Installation & Operation

5.1 Justification for CCTV

CCTV may be installed after seeking written approval from the CEO. Scouting groups wishing to install CCTV are to develop a proposal which sets out the following:

- How the proposed CCTV protects the security of Scout NSW's property and facilities
- How the proposed CCTV provides a safe and secure environment for employees and visitors
- How will each of the principles listed at clause 3 will be addressed
- Where will CCTV and the appropriate signage be located (Provide a layout diagram)
- The acknowledgement of CCTV form has been signed and sent to Scouts NSW for record keeping purposes.
- Previously installed CCTV Systems at Scouts NSW locations are to comply with this policy.

5.2 Community Consultation

Before installation, Scouts NSW will consult with Scout Groups using the premises, parents/guardians (where minors are involved) and relevant stakeholders (e.g., local Councils, Police if applicable).

5.3 Overt Surveillance

CCTV surveillance will always be overt, with cameras clearly visible.

5.4 Signage

Clear signage will be always displayed at the entrance to any monitored areas as well as across the facility or relevant area, indicating the presence of CCTV, the purpose of surveillance and contact details for enquiries.

5.5 Ongoing Management

The ongoing management of the CCTV will be the responsibility of Scouts NSW; however, the physical equipment will be the responsibility of the region and group where the CCTV equipment is installed; notation is to be made in any hire agreement highlighting the presence of CCTV equipment at the location of hire.

6 Data Management

6.1 Storage & Retention

Recordings will be stored securely and retained for no longer than 30 days, unless required for any lawful purpose for the which the records may be used or disclosed (see clause 6.3 below). The CCTV data is to be stored on Scouts NSW IT Infrastructure only. This IT equipment is to be located at the hall or camp where the CCTV equipment has been installed.

Scouts NSW State Office will maintain remote access to installed CCTV Systems.

6.2 Access

Footage may be released to law enforcement with a formal request.

Access to footage is restricted to nominated Region representatives or senior members of the State Office Team only. The Executive Manager Historic Matters Risk & Compliance will maintain a register of all CCTV systems installed at scouting locations across NSW and authorised member's nominal roll.

6.3 Use & Disclosure

Records will not be used or disclosed, except in the following circumstances:

- use or disclosure for a legitimate purpose related to employment of employees of Scouts NSW,
- use or disclosure for the legitimate business activities or functions of Scouts NSW,
- disclosure to a member or officer of law enforcement agency in connection with the detection, investigation, or prosecution of an offence,
- use or disclosure for a purpose that is directly or indirectly related to the taking of civil or criminal proceedings, or
- use or disclose that is reasonably believed to be necessary to avert an imminent threat of serious violence to persons or of substantial damage to property.

7 Complaints and Breaches

- 7.1 Complaints regarding CCTV usage should be firstly logged via the Know it Live it Log it portal. Breaches of this policy may result in disciplinary action.

8 Review

- 8.1 This policy will be reviewed every two years or as required by changes in legislation.

9 References

- 9.1 [Privacy Act 1988 \(Cth\)](#),
 9.2 [Workplace Surveillance Devices Act 2007 \(NSW\)](#),
 9.3 [Surveillance Devices Act 2007 \(NSW\)](#)

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