

Canterbury Area Surveillance Camera Policy

Introduction

In the Canterbury area there is a significant arson issue, specifically in the Waimakariri district where the New Zealand Fire Service has attended around 150 call outs since October 2014 to vegetation fires across an area concentrated around 5 volunteer brigades. Surveillance cameras have been made available to crews following large numbers of K12 calls in order to capture video footage that may assist the police in the apprehension of arsonists.

The New Zealand Fire Service (NZFS) embraces the use of proactive measures to drive down malicious fire setting.

Policy Scope/ Purpose

This policy has been developed to:

- Mitigate the risks associated with the deployment of surveillance cameras onto Fire appliances for the purpose of evidence gathering
- Ensure the use of the cameras is solely for the purpose for which they are intended
- Set out informational safeguards to prevent the misuse of information and protect the privacy of individuals.

This Policy does not in any way abrogate NZFS's obligations under the Privacy Act.

This policy applies to devices such as:

- NZFS GoPro cameras
- Any emerging imaging technology.

This policy does not apply to:

- Privately owned cameras collecting public images

Principles of Policy

- NZFS recognizes that it has a need to collect image data to carry out its business requirements
- Surveillance cameras are operated to provide protection and improve safety for individuals and to prevent crime
- Privacy of individuals will be protected in accordance with the Privacy Act 1993
- Imagery collected will only be used for the purpose for which it is intended. I.e. to assist the police in the reduction of arson events.

Strategic Alignment

Supporting the front line by optimising our processes and tools to help people do their job more effectively.

Risk Reduction; improve how we support communities to manage their risk

Policy Guidelines

Installation/Location requirements

- The location and placement of cameras will be determined by Principal Advisors Fire Risk Management.
- The placement of cameras will be notified by appropriate signage or verbal advice and will not interfere with operations.
- Cameras not owned by NZFS will not be used.

Recording and Operations

- The collection and use of images will be in line with process and quality system documentation including standard operating procedures.
- With permanent, semi-permanent and mobile camera installations, where images being recorded capture personally identifiable information, the public will be informed through signage that images are being collected.

Storage, security and Disposal

- Recorded footage will only be used for a purpose outlined in this policy or authorized by legislation.
- Recorded footage will only be stored if it was collected in accordance with the purpose authorised by this policy or by legislation.
- The storage of images will be on systems which have access limited to those with appropriate delegation.
- Images will be held for no longer than necessary.
- Some recordings and images may be retained for the purposes of resolving incidents or to assist in any legal proceedings.
- After the retention period has expired or the incident satisfactorily resolved, images and recordings will be permanently deleted.
- New Zealand Fire Service will meet its obligation under the Public Records Act 2005

Access and Release of Images

- Recorded footage will only be viewed by authorised personnel.
- Footage will be viewed in accordance with the purpose of the cameras as detailed above.
- Each time the footage is accessed it will be recorded in a log.
- Unauthorised personnel will not be able to obtain access to images.
- If in the course of any enquiry conducted by the police, formal request is made for any recorded footage, the footage may be released unaltered with the consent of the authorised person at the New Zealand fire Service. E.G. the privacy officer
- Individuals wishing to view footage must formally make a written request for consideration. This will be treated as an official information request and access will be determined based on whether other people's privacy is being infringed and ease of availability of recording.

- The footage of individuals not relevant to a request will be blurred or otherwise kept private if the software permits this, in the case that this is not possible a request may be declined. Where a request is declined a written description of what's in the footage may be provided.

Monitoring and Implementation

The Area Manager will monitor the implementation of this policy along with a six monthly audit to ensure compliance. Noncompliance with this policy will be dealt with via the NZFS disciplinary procedure.

The policy will be reviewed every 2 years or at the request of NZFS, in response to changed legislative and statutory requirements or in response to any issues that may arise

Public Enquiries and Complaints

Any enquiries or complaints should be directed to the Canterbury Area Manager in the first instance.

References

- Privacy Act 1993
- Public Records Act 2005
- Search and Surveillance Act 2012
- Privacy and CCTV; a guide to the Privacy Act for business, agencies and organisations (Office of the Privacy Commissioner - 2009)

Dated this 22nd Day of December 2015

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David Berry
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NZFS