

Third-Party CCTV Agreement

This agreement outlines the expectations and responsibilities for community groups or organisations installing and managing a CCTV camera on Council-owned land. Our goal is to support community safety while ensuring privacy and legal obligations are met.

Your Responsibilities

1. Purpose & Use

- 1.1. The CCTV camera must only be used for the approved purpose stated in your application.
- 1.2. It must not record areas where people have a reasonable expectation of privacy (e.g., toilets, changing rooms, private property).

2. Signage & Transparency

- 2.1. Clear signage must be installed to notify the public about the camera's presence and purpose.
- 2.2. Contact details for your organisation must be displayed for any public inquiries.
- 2.3. You are responsible for maintaining signage in good condition. If signage is damaged, stolen, or defaced, it must be promptly replaced to ensure continued public awareness.

3. Data Management & Privacy

- 3.1. All footage must be stored securely and only accessed by authorised individuals.
- 3.2. Footage must not be shared with third parties unless legally required (e.g., law enforcement with a formal request).
- 3.3. Data retention must align with privacy guidelines, and footage should be deleted after the agreed timeframe.
- 3.4. The Council may request access to footage where appropriate, such as for public safety concerns or legal investigations.

4. Ongoing Maintenance & Compliance

- 4.1. You are responsible for maintaining the camera in good working condition.

- 4.2. Regular checks must be carried out to ensure compliance with privacy and security obligations.
- 4.3. Any changes to the camera's location, purpose, or operation must be approved by the Council.

When Council May Require Removal

- 5. The Council reserves the right to require the removal of the camera if:
 - It is used in a way that breaches this agreement or relevant privacy laws.
 - Complaints are received and a review determines it is not in the public interest.
 - The camera is no longer serving the purpose stated in the application.
 - There are changes to Council policies or regulations that affect its continued use.

Acknowledgement & Agreement

By signing electronically below, you confirm that you understand and agree to these conditions. Failure to meet these requirements may result in the removal of the camera and/or further action as deemed necessary by the Council.

Organisation name	
Representative name	Council approver name
Representative position	Council approver position
Representative signature	Council approver signature
Date	Date