

HEAD OFFICE HAIR SUITE -CCTV POLICY-

Head Office Hair Suite uses CCTV cameras within the salon to help maintain the safety and security of our clients, staff, and property.

Purpose of CCTV

CCTV is installed for:

- The safety and wellbeing of clients and staff
- Protection of salon property and assets
- Crime prevention and incident investigation

Camera Locations

- Cameras operate in public and staff work areas only
- No cameras are installed in bathrooms, treatment rooms, or private areas

Audio Recording

- No audio recording is used in our CCTV system

Access & Storage

- CCTV footage is securely stored and only accessed by salon management
- Footage is retained for a limited period unless required for an investigation or legal purposes
- CCTV footage is not shared unless required by law or relevant authorities

Privacy

We respect your privacy and handle all footage in accordance with the **Privacy Act 1988** and applicable NSW legislation.

By entering Head Office Hair Suite, you acknowledge that CCTV recording is in operation.