

Security Camera Policy (unit and co-op)

Purpose of the policy

- To securely monitor co-op property while protecting the privacy of members and residents.

Definitions

Camera: Device which records or transmits video/audio footage. This can include:

- ❖ Unit installed – which are obtained/maintained by the member.
- ❖ Co-op installed – which are property of the Ford Road Co-op.
- ❖ Mobile – typically installed in a member's automobile.

Policy

Installation

1. Cameras may be installed in common areas at the request of the co-op's board.
2. Unit installed cameras must not cause damage to the exterior of the unit or buildings. Damage due to member installation will be repaired at the member's expense.
3. Mobile cameras are not to record footage while the vehicle is not in operation.
4. Tampering with, moving, or vandalizing co-op installed cameras is prohibited.
5. There must be a reasonable number of signs installed wherever there are cameras indicating that the area is under video surveillance.

Audio

6. Cameras installed in the co-op are not to record audio from the surrounding area. The recording of audio would constitute an infringement on the privacy of members.
7. Unit cameras which can only record the activities of the interior of a member's unit can only record audio within the interior of the unit.

Video

8. Camera lenses must be aimed so as not to capture images of members' units or entrance to units or the decks, patios, yards or windows to the units. The exception is for unit installed cameras, which can capture images of that

member's own entrance/yard.

9. Capturing images contrary to section 8 could create a log of the other members' activity and is considered an infringement of privacy. Cameras are to be positioned to only capture images of common areas or a member's own unit.

Recording, storage and requests for disclosure

10. Cameras should record the minimum amount of information required to make the surveillance effective (motion activation or specific times of day)
11. Co-op installed cameras will not retain footage for more than 30 days unless otherwise required by law.
12. Unit installed cameras retention and secure storage are the responsibility of the unit member.
13. Camera footage is not to be shared with anyone other than law enforcement, office, or board of directors. Camera footage cannot be shared or posted online.
14. Access to co-op installed camera footage will be limited to the board of directors and office staff. Stored footage will be shared with law enforcement agencies upon request.
15. Additional access to co-op installed footage will be at the discretion of the board and must be in compliance with the *Personal Information Protection Act*.
16. Members requesting access to any camera footage must make a request in writing to the board of directors and upon receipt the Co-op must respond within 30 days.
17. If access is refused, the Co-op must tell the member the reason for the refusal and confirm that the member may ask questions about the refusal and for the board to reconsider.

Enforcement

18. Unit installed cameras that do not conform to this policy will be removed at the member's expense.
19. Failure to comply with the policy is a fineable offence (see Fines Policy).

Approved by the General Membership: May 13, 2021