



Surveillance Camera Security Policy

Effective Date: February 1, 2022

As the Condominium does not monitor the live video feed in real time, residents are encouraged to refer safety, security, or property concerns to management for review or followup. *Note that in case of emergency, residents should call 911 for immediate help first.*

Purpose

The Greene Avenue Condominium (the 'Condominium') has installed security cameras in each of the six building lobbies, and outside at each end of the property for the protection of Condominium assets and for the security of residents and their guests.

In order to ensure that video surveillance is not abused or misused, the Board of Managers agreed that a security policy should be enacted to govern the use and access to such video surveillance.

Underlying Principles

The safety of the community and community property are important aspects of the Greene Avenue Condominium. The Condominium installed video surveillance to help keep property and residents safe. The Condominium hopes that the video surveillance will provide not only a deterrent to inappropriate behavior but can be used as a means of identification in the event of damage or criminal activity.

Policy Statement

The Condominium recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of the condominium and its residents. The Condominium therefore has adopted a policy which upholds these rights but provides the necessary mechanisms for protecting the community. The Condominium does not warrant that the equipment will always be functioning and recording. There will be times when the cameras or system are down for maintenance, service or repair. The Condominium reserves the right to discontinue video recording at any time.

Scope

This policy applies to all video surveillance systems installed within Greene Avenue Condominium which are permanently installed and whose presence is detailed on posted signage and is exclusive of personal surveillance equipment installed by residents.

VIDEO EQUIPMENT / RECORDS

1. Type of Equipment

The Condominium will use Digital Video Recorders to collect and retain real-time video for a minimum of 7 days or longer depending on the equipment and the capacity of internal storage devices.

2. Placement

Video recording equipment has been placed in visible locations in the building lobbies and exterior which present the best surveillance options with respect to desired coverage, specific surveillance targets and lighting conditions. Cameras are positioned so as to not willfully intrude on a homeowner's property or privacy without express written consent of the homeowner.

3. Signage

Signage has been erected in conspicuous location(s) notifying all parties that the area is under video surveillance.

ACCESS TO VIDEO RECORDS

1. Access to Video

Access to video surveillance and surveillance records shall be secured and restricted to the Condominium's Property Management Company and its Board of Managers. Requests for review of video surveillance footage shall be directed to the Management Company. Release of pertinent footage shall only be in response to a subpoena or other court order.

2. Security / Storage

Active video records shall be stored in secured enclosures with limited access. Archived video records shall be stored only for investigative or legal purposes and shall be stored with the Condominium's Property Management Company or Condominium's counsel, as the case may be.

CUSTODY, CONTROL, RETENTION AND DISPOSAL OF VIDEO RECORDS

The Condominium has no desire or intention to retain video recordings except as required for investigations or evidence.

In normal operating conditions, video surveillance footage will automatically be erased or overwritten by the recording device when capacity of the device has been exhausted.

Specific records relating to evidence or investigations which need to be retained, may be copied onto portable media and stored for as long as required based on the investigation type. Records requiring long-term retention may be turned over to the Condominium's Property Management Company for storage and security.

Accountability

The Greene Avenue Condominium Board of Managers is responsible and accountable for implementing, enforcing and monitoring the deployment, use and viewing of all video surveillance.