

Arbour Village Co-op Video Camera Monitoring, Recording & Retention Policy:

PURPOSE:

The purpose of this Policy include:

- i) To assist in the daily operations of the co-op security and safety in providing a safe and secure environment to the co-op community.
- ii) To promote a safe environment by deterring criminal activity and reducing the fear of crime.
- iii) To assist in the identification of individuals who commit criminal and unsafe acts on members, staff and Co-op property.
- iv) To assist law enforcement agencies with regard to the investigation of any crime that may occur.

SCOPE:

Arbour Village Co-op recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and the co-op's duty to promote a safe environment for all members and staff and to protect the co-op's property.

- i) This policy has been developed to comply with provincial *Protection of Personal Information Act* and applicable Federal legislation, and to be consistent with other related co-op's policies.
- ii) It is also recognized that each community has unique needs and practices. While these requirements will remain, it is necessary to standardize our procedures in order that all members of the co-op have an expectation of consistency, regardless of where the equipment is utilized.
- iii) The procurement and installation of video cameras and monitoring equipment must be strictly controlled. As such, all video cameras and monitoring equipment procurement and installation will be administered by the Co-op's staff.
- iv) Total of 23 cameras are installed through the entire co-op facing both the interior and exterior of all exits, all hallways, and laundry rooms. These are monitored 24 hours a day 7 days a week. Signs posted indicating building being monitored.
- v) Recorded information continually recorded over every 72 hours.
- vi) Staff will review and comply with the policy in performing their duties and functions relating to the operation of the surveillance system.
- vii) Staff will sign a confidentiality agreement. Failure to comply will be considered a breach of contract leading to penalties up to and including contract termination.

Mary Ballester
President

May 18, 2010
Date

L. Smock
Secretary

May 18, 2010
Date