

Security Video Surveillance Policy

PURPOSE

The purpose of the Video Surveillance Policy is to describe Orchards Resident's Association (ORA)'s installation and use of video surveillance equipment in the interests of privacy, public safety, protection of property, and to maintain a safe and welcoming environment for residents, staff, and guests.

This policy provides guidelines regarding the use of video surveillance at ORA, including how images are to be stored and recorded, and the conditions under which stored images or video are to be used.

POLICY STATEMENTS

The function of surveillance cameras is to assist in protecting the safety and property of the ORA Clubhouse, residents, staff, and guests.

1. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal, criminal, or policy violations.
2. Information collected through video surveillance is only used for safety and security purposes, or for purposes that are permitted by law.
3. Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner.

PROCEDURE

- Video surveillance is located in all public areas of the ORA Clubhouse including: Basement south east doors, kitchen, top of lobby stairs, lobby, lobby downstairs, basement hallway south, south outdoor, basement hallway north, crabapple room, cherry room, plum room, south basement exit door, lease door entrance, hawthorne A, hawthorne B, front entrance doors, tennis courts, maintenance doors, waterpark, skate change room.
- Video recording occurs on a continuous basis and recordings will be retained for a period of 2 weeks from the date of the original collection.
- Only ORA management will have access to surveillance camera data.
- There will be no audio associated with any camera.
- Cameras will not be installed in private areas such as washrooms.
- Appropriate signage will be displayed, visible to members of the public, to provide notice of the cameras and enhance the crime prevention value of the camera.
- Recorded images will not be routinely checked and will only be reviewed in the event ORA has a need to review the recorded images.
- Information obtained through video monitoring will be used exclusively for safety, security, compliance with ORA policy and for law enforcement purposes. Should monitoring reveal activity that violates laws or policy, an investigation will be initiated. All information retained will only be released per the Personal Information Protection Act.

Please direct any questions relating to this policy to ORA's General Manager, Kyle Orlecki at gm@orchardsra.ca or 587-525-9640.