

Meadowgreen Co-Op Video Camera Monitoring, Recording & Retention Policy:

PURPOSE:

The purposes 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 cop-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:

Meadowgreen 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 installations will be administered by the Co-op's staff.
- iv) Cameras are installed on the entrance to the office facing both the interior and the exterior of the general office area, and in the laundry room. These areas are monitored 24 hours a day 7 days a week. A sign is posted to clearly identify the monitored areas.
- v) Recorded information that has not been used will be routinely erased according to a standard schedule (Every 48 to 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.

R. L. Tremblott

President

May 12, 2010

Date

Samantha King

Secretary

May 12, 2010

Date

Approved by the membership on Nov 10, 2010