

Willow Valley Club Association

Security Footage Request Release and Social Media Posting Policy

Purpose

This policy establishes procedures for the handling, review, and limited release of security camera footage maintained by the Willow Valley Club Association (“WVCA” or “Association”). The purpose of the security system is to assist with the protection of association property, facilities, members, guests, and operations.

Security footage is the property of the association and is not considered a public record.

Requests shall be reviewed reasonably and consistently on a case-by-case basis.

Violation may result in enforcement actions consistent with the association governing documents and publicly enforcement policies.

Association may withhold or redact footage containing protected, confidential, private, or legally restricted information, including footage involving unrelated individuals.

All releases will be logged, approved in writing, documented in an executive session if sensitive.

The association does not guarantee continuous recording or preservation of footage.

All requests should be submitted within 7 days of the incident

Release form will need to be signed which includes non-alteration acknowledgment, limited use agreement and indemnification clause.

1. Ownership and Control

All video surveillance footage recorded on association-owned systems shall remain the sole property of the association.

The Board of Directors, or its designated management representative, shall control access, review, duplication, and release of all footage.

2. Authorized Uses of Security Footage

Security footage may be used for:

- Investigation of vandalism, theft, trespassing, rule violations, or criminal activity
- Protection of association assets and facilities
- Verification of incidents involving safety or liability concerns
- Cooperation with law enforcement, legal counsel, insurance carriers, or court orders
- Enforcement of WVCA governing documents, rules, and policies

Security cameras are not monitored continuously and are not guaranteed to capture all activity.

****Note: Footage is stored for 7days ONLY unless otherwise notified****

“Security footage provided by the association shall not be publicly distributed, posted online, or used for commercial, defamatory, harassing or misleading purposes without written authorization from association or unless required for law enforcement, legal proceedings or insurance claims.”

3. Member Requests for Footage

A member may submit a written request to review or obtain footage only when:

- The member is directly involved in the incident
- The footage relates to damage, theft, injury, or rule enforcement involving the member or
- The board determines there is a legitimate association purpose

Requests must include: ****Note: Footage is stored for 7days ONLY unless otherwise notified****

- Date and approximate time of incident
- Location of incident
- Description of incident
- Reason for request

The Association may deny requests that are:

- Excessively broad or burdensome
- Related to personal disputes without association interest
- Intended for harassment or intimidation
- Involving footage containing unrelated individuals, minors, security procedures, or confidential matters

4. Review and Approval Process

All requests shall be reviewed by:

- The board Chairman, designated representative and/or association legal counsel when appropriate.

The association reserves the right to:

- Allow viewing only instead of providing copies;
 - Redact or limit portions of footage;
 - Require law enforcement involvement before release;
 - Deny release when privacy, liability, or legal concerns exist.
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5. Service Fees

Due to staff time, equipment uses, storage retrieval, and administrative handling, the following non-refundable fees may apply:

Service	Fee
Footage search and administrative review	\$50.00 minimum
Digital copy preparation	\$25.00 per file
Extended footage review over 30 mins	\$50.00 per additional half hour period
USB drive or media storage device	Actual cost

Fees must be paid prior to release or viewing.

The board may waive fees for law enforcement requests or association business purposes.

6. Restrictions on Use and Social Media Posting

Any footage released by the association is provided solely for the limited purpose approved by the association.

Members receiving footage shall agree:

- Not to post, publish, upload, or distribute the footage on social media platforms, websites, community forums, or public channels;
- Not to edit, alter, manipulate, or misrepresent the footage;
- Not to use footage for harassment, defamation, retaliation, or intimidation;
- Not to release footage containing images of unrelated individuals without authorization.

Unauthorized publication or distribution of association security footage may result in:

- Suspension of member privileges
- Fines or disciplinary action under association rules
- Legal action for damages, privacy violations, or misuse of Association property
- Recovery of attorney fees and costs where permitted by law

7. Law Enforcement Requests

WVCA may provide footage directly to law enforcement agencies upon request relating to an active investigation or pursuant to subpoena, court order, or legal process.

****Note: Footage is stored for 7days ONLY unless otherwise notified****

The association may cooperate fully with public safety agencies without member approval.

8. Retention of Footage

Security footage is retained based on system capacity and operational needs. Unless preserved for investigation or legal purposes, footage may be automatically overwritten or deleted in the normal course of operations.

The Association is under no obligation to preserve footage unless notified promptly of a specific incident. ****Note: Footage is stored for 7days ONLY unless otherwise notified****

9. Additional Information

Security footage provided by the association shall not be publicly distributed, posted online, or used for commercial, defamatory, harassing, or misleading purposes without written authorization from the Association or unless required by law enforcement, legal proceedings, or insurance claims.

10. Disclaimer

The association's surveillance system is intended as a supplemental security measure only. WVCA does not guarantee safety, prevention of criminal activity, or uninterrupted operation of cameras or recording equipment.

11. Adoption

This policy may be amended by the Board of Directors from time to time and shall become effective upon adoption.

Adopted by the Willow Valley Club Association Board of Directors

on: _____

Board Chairman: _____

Board Secretary: _____