

Willow Valley Club Association

Security Footage Request, Release, and Social Media Policy

Purpose

This policy establishes procedures for the handling, review, retention, 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 or standard member inspection record. Requests for review or release shall be evaluated reasonably and consistently on a case-by-case basis.

The Association reserves the right to withhold, redact, limit, or deny access to footage containing protected, confidential, private, security-sensitive, or legally restricted information, including footage involving unrelated individuals.

Nothing in this policy creates a duty for the Association to investigate incidents, monitor activities, preserve footage, or provide copies of recordings.

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, General Manager, or designated management representative shall control access, review, duplication, preservation, 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.

3. Retention of Footage

Security footage is generally retained for approximately seven (7) days unless preserved for investigation, litigation, insurance claims, or other operational purposes.

Due to system limitations and operational needs, footage may be automatically overwritten or deleted in the normal course of business.

The Association is under no obligation to preserve footage unless notified promptly of a specific incident.

4. 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:

- 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

5. Review and Approval Process

All requests shall be reviewed by the Board President, General Manager, 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, operational, or legal concerns exist

Sensitive matters involving legal issues, disciplinary matters, privacy concerns, or enforcement actions may be reviewed in Executive Session.

6. Service Fees

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

- Footage search and administrative review: \$50.00 minimum
- Digital copy preparation: \$25.00 per file
- Extended review exceeding 30 minutes: \$50.00 per additional half-hour
- 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.

7. 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 agree:

- Not to edit, alter, manipulate, or misrepresent the footage
- Not to use footage for harassment, retaliation, intimidation, or defamation
- Not to publicly distribute footage in violation of privacy rights or Association policies
- Not to release footage containing unrelated individuals without proper authorization

Unauthorized misuse of Association footage may result in enforcement action, suspension of privileges, fines, legal action, and recovery of attorney fees where permitted by law.

8. Law Enforcement Requests

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

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

9. Disclaimer

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

Footage may be unavailable, incomplete, corrupted, obstructed, overwritten, or otherwise unusable.

10. 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 President

Secretary