

# Mohawk Park Tennis Club

## Security Video Surveillance Policy

### 1. Policy Objective

To ensure that, through the use of security video surveillance cameras, Mohawk Park Tennis Club (MPTC) balances the security benefits of the property derived from the use of video surveillance with the privacy rights of the individual members. This document and enforcement policies strictly apply to the property owned and operated by MPTC located at 2409 Delkus Crescent, Mississauga, ON, L5A1K8 (Lat 43.585812, Long -79.593482 -- GPS Coordinates 43° 35' 8.9232" N 79° 35' 36.5352" W).

### 2. Policy Statement

MPTC recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of members and visitors to the property. Proper video surveillance, where deemed necessary, is one of the most effective means of helping MPTC maintain facilities operating in a safe and secure manner. While video surveillance cameras are installed for safety and security reasons, our video surveillance systems are designed and maintained to minimize privacy intrusion.

### 3. Scope

This Policy applies to all types of camera and audio surveillance systems, surveillance monitors and camera and audio recording devices that are used for security purposes at MPTC and are strictly confined to the boundaries serviced and managed by the property owner.

### 4. Specific Directives

#### A. Guidelines Followed Towards Implementation

##### 1. Factors Considered Prior to Using Video

1. (a) The implementation and use of video surveillance cameras was based on verifiable, specific reports of incidents of crime, health or significant safety concerns;
2. (b) Consideration of the video surveillance implementation and use was only considered after other measures of deterrence or detection had been considered and rejected as unworkable;
3. (c) An assessment was conducted on the effects that the proposed video surveillance may have on personal privacy, and the ways in which any adverse effects can be mitigated;
4. (d) The proposed design and operation of the video surveillance system is designed to minimize privacy intrusion on members and visitors.

## **2. Designing and Installing Video Surveillance Equipment**

When designing the video surveillance system and installing equipment, the following was considered:

1. (a) Given the open nature of a privately operated recreational space that is surrounded by a public park, the need to provide for the safety and security of members and visitors who may be present at all hours of the day, the video surveillance systems may operate at any time in a 24-hour period;
2. (b) The video equipment is installed to monitor only those spaces that have been identified as requiring video surveillance;
3. (c) The ability of public access to adjust cameras shall be restricted or eliminated so that no unauthorized personnel can adjust or manipulate cameras to overlook spaces that are not intended to be covered by the video surveillance program;
4. (d) Equipment shall only monitor common areas.  
(e) Where possible, audio and video surveillance is restricted to periods and locations when there is a demonstrably higher likelihood of crime or health and safety concerns detectable through audio and video surveillance;
5. (f) Reception/recording equipment is located in a strictly controlled access area. Only authorized personnel have access to the controlled access area and the reception/recording equipment;
6. (g) Every reasonable attempt is made by authorized personnel to ensure video monitors are not in a position that enables the public and/or unauthorized staff to view the monitors.

## **3. Notice of Use of Video Systems**

In order to provide notice to individuals that video is in use:

MPTC posts signs, visible to members, visitors and the public at all entrances and/or prominently displayed on the perimeter of the grounds under video surveillance;

Only authorized personnel shall be permitted to operate video surveillance systems.

## **B. Video Equipment/Records**

### **4. Types of Recording Device**

The property uses either Digital Video Recorders (DVR) or Network Video Recorders (NVR) in its video systems. MPTC will retain these records for a period of up to 15-30 days depending on the recording device and technology. A record of an incident will only be stored longer than 30 days where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes.

## **5. Record Identification**

The MPTC facility contains DVR/NVR technology that stores information directly on a hard-drive and the time and date stamp shall be understood to be the official identification for time/date related events.

## **C. Access to Video Records**

### **6. Access**

Access to the video surveillance records, shall be restricted to authorized personnel, and only in order to comply with their roles and responsibilities as outlined in the Security Video Surveillance Policy.

### **7. Storage**

All storage devices that are not in use are stored securely in a locked receptacle located in an access-controlled area.

### **8. Formal Access Requests Process**

With the exception of requests by law enforcement agencies, all formal requests for video records should be directed to MPTC management or security representative. Requests are subject to the discernment of MPTC, its employees and authorized personnel. Reasonable access to records to inquiring parties will be granted.

### **9. Access: Law Enforcement**

If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must contact MPTC, directly requesting the specified date and time of the incident. Releasing the archived video and audio data may take up to seven days provided a law enforcement representative has signed the request form and MPTC management or a security representative has approved the release.

### **10. Viewing Images**

When recording from the video or audio must be viewed for law enforcement or investigative reasons, this must only be undertaken by an authorized personnel, in a private, controlled area that is not accessible to other staff and/or visitors. To maintain the privacy, safety and security of Rental properties, facilities, members and visitors, no images or video will be digitally transmitted for viewing via the internet (i.e. email, websites, etc.).