

## **PAPRC Electronic Surveillance Policy (2017)**

### **Purpose:**

The purpose of this policy is to establish guidelines for the use of any electronic surveillance by the Prince Albert Pistol and Rifle Club.

### **Implementation of electronic surveillance:**

Any and all forms of surveillance must be approved by the club's directors at a monthly executive meeting or if a particular instance is deemed necessary it may be brought to the membership at the AGM. The club's officers may call a special executive meeting if necessary.

### **Notice of electronic surveillance:**

Notice of electronic surveillance will be posted on the club's website <http://www.paprc.org>, in the *Membership Form* and in the *New Member's Package*. Both are available on the website. Signs shall be posted at the PAPRC ranges if electronic surveillance is in use and may also be posted when not in use.

### **Installation of electronic surveillance equipment:**

Installation of electronic surveillance equipment will only be carried out by a member of the club executive as appointed by the directors on property in the use of the Prince Albert Pistol and Rifle Club.

### **Accessing recorded data:**

The recorded data will only be available to a member of the club executive as appointed by the directors for the purpose of collecting data and verifying system operation. If an incident occurs the executive may ask that appointed person to search through the data for pertinent images.

### **Sharing of recorded data:**

Digital images of PAPRC members or the general public shall only be shared within the club executive for the purposes of identification of the noted individuals or vehicles. This data may be shared with various law enforcement agencies if the executive deems it necessary to proceed with investigation or prosecution. Digital images of other items may be shared within the club executive for purposes of testing as deemed necessary.

### **Storage of recorded data:**

Recorded data will be downloaded and deleted from the electronic recording device memory every month (weather permitting) and stored only on the club's laptop and/or backup harddrive. Data will be deleted from the club's laptop and/or backup harddrive after 1 year. Thumbnail images will be deleted from the U-way camera's account after 1 year.

Subject to approval by the PAPRC membership at the 2017 AGM.