

# **Kingstream Community Council**

# **Camera System Monitoring**

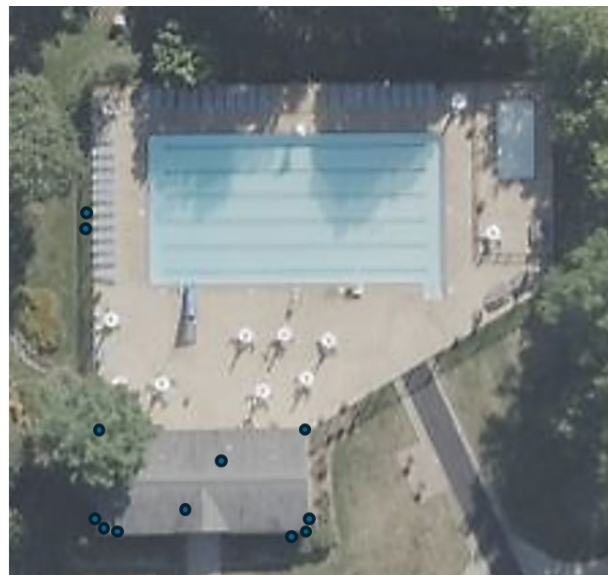
# **Policy and Procedures**

**Approved in the June 19, 2025 Board Meeting**

## Introduction

This document outlines policies standard operating procedures governing the use and monitoring of the security camera system installed at the clubhouse and surrounding property maintained by the Kingstream Community Council (KCC) at 1430 Kingsvale Circle, Herndon, Virginia 20170.

The security camera system addressed herein is a commercially available, professionally installed Reolink RLK16-1200B8-A system consisting of an internet-connected network video recorder (NVR) base unit which records and manages video from 10 standard external cameras (RLC-1212A) and two dome cameras (RLC-1224A) located in the clubhouse office.



*Approximate camera locations are noted with a blue dot.*

## Recording, Retention & Data Security

- Cameras monitor the property continuously, twenty-four hours a day. The cameras do not continuously record. Recording is triggered by specific criteria such as vehicular activity and foot traffic in the parking lot, pool and tennis court areas, and surrounding common areas.
- Footage recorded from each of the 12 cameras is stored for fourteen days after which hard drive storage is reused and footage is overwritten.
- All recordings are encrypted and camera equipment is securely stored to prevent tampering or theft.
- No audio is recorded, nor is real-time audio surveillance enabled.
- Footage archived due to a specific event or incident (see *Monitoring Procedures* below) is located on a separate encrypted hard drive and protected until time of

disposal. Archived footage is disposed of consistent with federally recognized guidelines and best practices<sup>1</sup>.

### **Authorized Personnel**

- Access to real-time surveillance and recorded video is available only to the KCC Executive Board and the Property Manager. These individuals have on-premise access to the system as well as remote access via mobile devices.
- Generally, the KCC Executive Board and Property Manager have read-only access and cannot modify recordings or system settings. One member of the Board acts as the system administrator and key point of contact for the system; this role maintains full system access and control.
- No third parties – including service providers and vendors – are provided access to the camera system or footage captured by the system.
- In the event of law enforcement investigation or involvement footage may be turned over to authorities if requested.

### **Monitoring**

- Continuous real-time monitoring is not conducted by members of the board, the Property Manager or by a third-party monitoring vendor.
- The security camera system itself does not continuously record video footage, only recording when triggered by specific criteria as previously noted.
- Recorded footage is reviewed only when the Board receives a report of a specific concern or incident that may have taken place. In the event of an incident, specific video footage capturing the event may be archived indefinitely.

### **Maintenance and Inspection**

- The operation of the camera system is verified by on-premises checks on a monthly basis.
- Board members may log into the system remotely to ensure the cameras are in working order on an ad-hoc basis.

### **Training & Process Reviews**

- Members of the Board who are provided access to the system receive initial training and thoroughly review operating procedures.
- Standard operating procedures are reviewed annually and revised as needed.

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<sup>1</sup> Primarily National Institute of Standards and Technology (NIST) Special Publication (SP) 800-88, *Guidelines for Media Sanitization*.