

*Association* (Sunset Lakes Homeowners Association) has installed security cameras at entry and exit points to assist local law enforcement in providing a safe and secure community for the protection of Association assets and for the security of residents and their guests.

In order to ensure that video surveillance is not abused or misused, the Board of Directors agreed that a security policy should be enacted to govern the use and access to such video surveillance.

### **Underlying Principals**

The safety of the community and community property are deemed to be important aspects of this community. The Association installed video surveillance to help keep property and residents safe. The Association hopes that the video surveillance will provide not only a deterrent to inappropriate behavior but can be used as a means of identification in the event of damage or criminal activity for law enforcements use. In order to effectively balance the interests of privacy with the purpose of deterring criminal activity, the video surveillance footage shall be made available exclusively to appropriate authorities in connection with the investigation of potential criminal activity, non-criminal harm to any person, or property damage.

### **Policy Statement**

The Association recognizes the need to balance individual's right to privacy and the need to ensure the safety and security of the neighborhood and its residents. The Association therefore has adopted a policy which upholds these rights but provides the necessary mechanisms for protecting the community by supplying law enforcement this tool.

### **Scope**

This policy applies to all video surveillance systems installed within the gates or by other locations deemed necessary by the Association which are permanently installed and whose presence is detailed on posted signage and is exclusive of personal surveillance equipment installed by residents.

### **Custody, Control, Retention and Disposal of Video Records**

The Association has no desire or intention to retain video recordings except as required for investigations or evidence. In normal operating conditions, video surveillance footage will automatically be erased or overwritten by the recording device when capacity of the device has been exhausted. The Association shall not make available for inspection or copying any video

surveillance footage outside of a formal investigation by appropriate authorities regarding investigation of potential criminal activity, non-criminal harm to any person, or property damage. Specific records relating to evidence or investigations which need to be retained, may be copied onto portable media and stored for as long as required based on the investigation type.

#### ACCOUNTABILITY

1. The Sunset Lakes Homeowners Association's Board of Directors is responsible and accountable for implementing, enforcing and monitoring the deployment, use and viewing of all video-surveillance.
2. The Sunset Lakes Homeowners Association is responsible for conveying the policies and procedures to all members of the board and ensuring compliance with those policies.
3. The Board is solely responsible for deciding when surveillance footage needs to be viewed.

Board of Directors, Sunset Lakes Homeowners Association