
☐ Video Surveillance Policy

[Condominium Corporation #8]

Effective Date: 01/JAN/2025]

Approved By: Board of Directors

1. Purpose

The purpose of this policy is to outline the use, management, and disclosure of video surveillance systems operated by **[CCC#8]** for the purpose of:

- Enhancing the safety and security of residents, guests, and staff.
 - Protecting condominium property from theft, vandalism, or unauthorized access.
 - Assisting in the investigation of incidents that may occur on common property.
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2. Scope

This policy applies to all video surveillance equipment installed and operated by the Condominium Corporation in common areas of the property, such as:

- Entrances and exits
- Lobbies and hallways
- Elevators
- Parking lots and garages
- Amenity areas (e.g., gym, pool)
- Exterior grounds

Surveillance does **not** occur in areas where residents have a reasonable expectation of privacy, such as inside residential units, locker rooms, or washrooms.

3. Collection of Personal Information

Video surveillance may incidentally capture the images or actions of identifiable individuals. This collection is done in accordance with applicable privacy laws and solely for the purposes described in Section 1.

Signage will be posted at all monitored areas to notify individuals of the presence of surveillance.

4. Operation and Access

- Cameras operate **24/7**, unless otherwise stated.
 - Access to live or recorded footage is **restricted** to authorized personnel only, such as the property manager, security staff, or designated board members.
 - Footage will be accessed **only when required** for an police investigation or operational need.
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5. Storage and Retention

- Video recordings are stored securely using [local servers/cloud storage] and are protected from unauthorized access.
 - Footage is retained for a period of [**1 Year**], after which it is automatically deleted, unless required for an ongoing investigation.
 - If footage is relevant to an incident, it may be retained longer and shared with law enforcement or legal representatives, if necessary.
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6. Disclosure

Footage may be disclosed under the following circumstances:

- To law enforcement, upon request or with a warrant.
 - To insurers or legal counsel in the event of a claim or legal dispute.
 - To individuals whose images are captured, upon written request and subject to legal and privacy considerations (e.g., redacting third-party identities).
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7. Privacy and Security Measures

- Surveillance systems are password-protected and physically secured.
 - Personnel with access to the system are trained in privacy obligations.
 - Regular reviews are conducted to ensure compliance with this policy.
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8. Resident Requests and Complaints

Residents may submit written requests or complaints related to video surveillance to the Property Manager or Board of Directors. Requests to access footage must:

- Be made in writing.
 - Include the date, time, and location of the incident.
 - Be subject to verification and privacy restrictions (e.g., footage containing third parties may not be disclosed without consent).
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9. Policy Review

This policy will be reviewed **annually** or as required to comply with legal or operational changes.

10. Contact Information

For questions or concerns regarding this policy, please contact:

Building Administrator: [Damon Fletcher]

Email: [carletoncondo3100@outlook.com]

Phone: [613-829-8432]

Approved on: [Jan 2025]

By: [Board of Directors]
