Mariner’s Co-operative Homes Inc.

Video Surveillance Policy

Approved by the Board of Directors January 07, 2020

1. The purpose of this policy is to create rules regarding installation of video surveillance equipment at Mariner’s Co-operative Homes Inc. (the Co-op).
2. Line 3-4 of this policy applies to all Co-op Staff and Board Members and relates to the Co-op Video Surveillance System and the remainder of this policy applies to all Members or Residents of the Co-op. This policy takes effect on January 07, 2020.
3. The Co-op has installed Video Cameras on the property to cover all main areas and parking lots. A monitor will be set up in the office. Co-op staff will be the only ones permitted to check video recordings, unless it is an emergency situation. When a situation is deemed an Emergency, a Board Member(s) can access the footage. Once the video recordings are no longer necessary to meet any security need, they will be erased or deleted or recorded over.
4. The Co-op Office Staff (or Board Member(s) in an emergency) can review footage for any crimes, illegal activity, security issues and/or to ensure that the Co-op’s By-Laws and Policies are being followed.
5. Co-op Members or residents are allowed to install video surveillance equipment in or outside their units. Members or Residents may also install video surveillance equipment in or on their vehicles.
6. In general, Members, or Residents are entitled to install video surveillance equipment in their units or vehicles as long as they do not violate another Member, Resident or their Guest’s reasonable expectation of privacy.

When Members, or Residents install video surveillance equipment the following rules must be followed:

* 1. Video surveillance recording or the Co-op’s playground is not permitted. No equipment installed by Members or Residents can record the playground area of the Co-op.
	2. Members and Residents must limit the use and viewing range of cameras as much as possible. The camera should not shoot where a person would have a reasonable expectation of privacy. For example, video surveillance cameras should not be pointed at/in member units, doors or windows.
	3. Video surveillance equipment installed cannot record sound.
	4. Members, residents or guests who install video surveillance equipment must inform the public that video surveillance is taking place by posting a sign.
	5. Information collected through video surveillance should only be used for the purpose that surveillance is being undertaken, or for purposes that are permitted by law.
	6. Once the video recordings are no longer necessary to meet any security need, they will be erased or deleted or recorded over.
	7. When the video surveillance equipment is removed any damage caused by the equipment will be the responsibility of the Member(s) who installed the equipment or allowed the installation of equipment. The area of installation must be returned to its original condition.
1. The Co-op reserves the right to review the placement and/or installation of any video surveillance equipment installed on Co-op property to ensure its installation meets the rules of this policy.

Passed by the Board of Directors of Mariner’s Co-operative Home Inc. on January 07, 2020.

Corporate Secretary