

Del Sol Homeowners Association
Surveillance Camera Security Policy
Adopted by Del Sol Board of Directors (10-24-2019)

Statement

Del Sol Homeowners Association (HOA) has installed surveillance cameras at the Del Sol neighborhood entrance for the protection of HOA's assets and to assist law enforcement, if called upon for assistance. Ensuring that video surveillance is not abused or misused, the Del Sol Board of Directors agreed that a surveillance policy should be enacted to govern the use and access to such video surveillance images.

Underlying Principals

The HOA 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.

The HOA 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 HOA therefore has adopted a policy which upholds these rights but provides the necessary mechanisms for accessing and sharing images.

Scope

This policy applies to all video surveillance systems installed at the Del Sol entrance by the HOA which are permanently installed and whose presence is noted on posted signage and is exclusive of personal surveillance equipment installed by residents.

Video Equipment / Placement / Signage

1. Type of Equipment

The HOA will use Digital Video Recorders to collect and retain real-time videos and pictures for a maximum of 30 days and possibly longer depending on the equipment and the capacity of internal storage devices.

2. Placement

Video recording equipment has been placed in visible locations at the Del Sol entrance area which present the best surveillance options with respect to desired coverage, specific surveillance targets and lighting conditions. Cameras are positioned so as to not willfully intrude on a homeowner's property or privacy.

3. Signage

Signage has been posted in a conspicuous location notifying all parties that the area is under video surveillance.

Accountability

1. The Del Sol 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 President of the Board is responsible for conveying the policies and procedures to all members of the board and ensuring compliance with those policies.

Access to Video Records

1. Access: HOA

Access to video surveillance and surveillance records shall be secured and restricted to the Board of Directors, with only the HOA president having access to all surveillance footage on a Del Sol Board of Director's secured laptop. No surveillance footage will be released to residents without knowledge and full permission of the Del Sol board of directors and a police request. Only if the HOA president is unavailable can the HOA president grant temporary use of the official Del Sol HOA laptop, on a limited basis, to a single fellow board associate. This person must have special training and skills on how to log-in and assess surveillance footage. Surveillance footage can be requested only in response to an event limited to vandalism, property damage, criminal activity, insurance investigation and suspicious activity and requires a police report. Surveillance information will not be pulled for individual arbitrary wishes including, but not limited to family members and public coming and goings, unless request by law enforcement.

2. Access: Resident

The Del Sol neighborhood surveillance camera system at the neighborhood entrance is a tool of the HOA board and neighborhood management. Because of privacy and liability issues, surveillance footage is not released to individual residents. Requests for video surveillance footage shall be directed to the Del Sol management company and requires a police request and or a request from another party in the event of a subpoena.

3. Access: Law Enforcement

If access to video surveillance is requested for the purpose of law enforcement investigation due to criminal activity or potential criminal activity, pertinent footage related to the investigation shall be provided to the law enforcement officials only.

4. Security / Storage

Active video records shall be stored on a secured Del Sol laptop with limited access. Archived video records shall be stored only for investigative or legal purposes and shall be stored with the HOA's president and/or property management company depending on the reason for archiving.

5. Timely requests for data

The duration of historical data available is limited to the specific DVR/device drive capacity. Requests for data must be made within 30 days of a specific event and should be limited to a specific date range and time.

Custody, Control, Retention and Disposal of Video Records

The HOA 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. 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. Records requiring long-term retention may be turned over to the HOA's property management company for storage and security.

In order to control and verify the system functionality, the surveillance system is tested weekly to insure that the cameras are working properly. Surveillance footage retrieval training knowledge is kept up to date by practicing the data retrieval process monthly.