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SECURITY CAMERA POLICY

Purpose and Scope

Princeton Manor HOA (HOA) is committed to protecting the safety and property of the community while respecting the privacy rights of our members and visitors. Cameras provide a visual deterrent to crime, assist with overall security measures, and increase the potential identification and apprehension of person(s) who breach HOA policies and/or commit criminal acts. Cameras are not a guarantee of safety; however, they do serve as deterrents and can alert police to potential danger. The primary use of surveillance cameras is to record images for future identification of individuals and activity in the event of violations of law or policy. Cameras are not actively monitored. They are viewed only upon report of a crime or violation.

This policy regulates the use of surveillance cameras to protect the legal and privacy interests of the HOA and the community. This policy applies to all HOA authorized users in the use of surveillance systems and devices for monitoring and/or recording activity.

This policy does not apply to the use of video for non-surveillance purposes, examples include:

- Cameras used for journalistic purposes.
- Cameras used for capturing public events and performances.
- Construction web cameras.
- Cameras installed or used for criminal investigations, which are subject to appropriate NC and Federal laws.
- Webcams used for purposes of communication between specific persons

Policy Statement

The HOA reserves the right to place video surveillance cameras where necessary and appropriate. The HOA respects the right to privacy of the community members and balances the right to privacy versus the safety needs of the community. Use of security cameras to record public areas for security purposes will be conducted in a manner consistent with all relevant policies and laws.

Procedures Access and Use

Only authorized personnel and/or business partners, as determined by this policy and authorized by the HOA Board or designee, will be involved in, or have access to surveillance camera data.

- The use of dummy or placebo cameras is prohibited.
- When an incident is suspected to have occurred, only authorized personnel may review the images from surveillance camera data.
- Only the HOA Board or designee may authorize copies of surveillance images.
- All requests to release surveillance records must be authorized by the HOA Board
- The recording of audio for surveillance purposes is prohibited.
- Video monitoring will be conducted only in areas where the public does not have a reasonable expectation of privacy.

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Monitoring of Cameras

Neither the installation of security cameras nor this Policy constitutes an undertaking by the HOA to provide continuous live monitoring of all locations visible through such cameras. At the discretion of the HOA cameras may be monitored in “real time” when safety or security concerns, event monitoring, ongoing investigations, alarms or other situations warrant such monitoring. Real time monitoring, when conducted, shall comply with the following:

- Monitoring shall be performed by personnel who will receive a copy of this Policy and provide written acknowledgement that they have read and understood its contents.
- Monitoring shall be based on suspicious behavior, not individual characteristics. Personnel will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by law.
- Personnel will not spot and continuously view people becoming intimate in public areas and will NOT attempt to view private rooms or areas through windows.
- Monitoring personnel who violate guidelines set out in this Policy shall be subject to disciplinary action up to and including removal from office and possible legal action where appropriate.

Appropriate Use and Confidentiality

Personnel are prohibited from using or disseminating information acquired from the HOA security cameras, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official HOA and law enforcement purposes upon the approval of the HOA Board. Personnel are expected to know and follow this policy.

Data and Access

Log Storage Recorded camera images will be retained for at least 30 days. Therefore, all purchased devices must be capable of retaining media for at least this period of time.

Device Procurement, Installation, and Maintenance

All authorized cameras and systems will be inspected annually to ensure that they are in proper working condition and meet policy guidelines. No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

This policy has been reviewed and accepted as of August 2, 2023 by:

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Skye Creech, President

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Jade Stelmach, Secretary

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Chris Willis, Vice President