

# **PIAZZA NAVONA OWNER'S ASSOCIATION, INC.**

## **VIDEO CAMERA MONITORING, RECORDING, & RETENTION POLICY**

### **1. PURPOSE**

- 1.1 Piazza Navona Owner's Association, Inc. (the "Association") recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and the Association's duty to promote a safe environment for all residents and guests at the Piazza Navona Condominiums (the "Development"), protect the property of the Association, owners and residents, and to enforce the restrictive covenants, rules and regulations applicable to the Community.
- 1.2 The purpose of this Policy includes:
  - (a) To assist the Association in the daily operations of the in providing a safe and secure environment to the residents and guests at the Development.
  - (b) To assist in the identification of individuals who commit criminal and unsafe acts on persons and/or personal property, and who damage real property or violate restrictive covenants, rules or regulations applicable to the Development.
  - (c) To assist law enforcement agencies with regard to the investigation of any crime that may occur at the Development.

### **2. PUBLIC AWARENESS OF CAMERAS**

- 2.1 The location of cameras shall be limited to the portions of the Development that constitute common elements.
- 2.2 Covert cameras are not to be installed on the premises, unless there is a demonstrated need to install such cameras to assist the authorities in collecting evidence in a criminal investigation. Such installations will be undertaken only by approval of the Association's Board of Directors (the "Board").

### **3. USE AND RETENTION OF RECORDED VIDEO FOOTAGE**

- 3.1 Surveillance cameras shall be used for the purpose of deterring theft, violence and other criminal activity, and any other purposes stated within this Policy.
- 3.2 In the event of a reported or observed incident, the recorded footage may be used to assist in the investigation of the incident and may be turned over to Members of the Association and/or law enforcement personnel, if appropriate.
- 3.3 Personal information of an individual contained on the recordings shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual, or as required by law or this Policy.

- 3.4 Recorded footage from the surveillance cameras will be kept and stored on memory cards or other types of digital storage devices of limited storage capacity, which shall be reused or recycled as necessary. Recorded footage shall be kept by the Association for a period of time of five (5) days, unless deleted earlier due to a need for storage capacity of subsequently recorded footage.
- 3.5 The Association has no legal duty or obligation to maintain storage of recorded information in excess of five (5) days, unless specifically requested or ordered by a law enforcement agency or court.
- 3.6 Digital storage devices containing recorded footage that are not reused or recycled for surveillance will be shredded, burned, magnetically erased or otherwise made permanently unreadable before being disposed of.

#### **4. CONFIDENTIALITY AND DISCLOSURE OF RECORDED VIDEO FOOTAGE**

- 4.1 Information obtained through video camera monitoring shall be used exclusively for the purposes stated herein and only be released in accordance with this Policy.
- 4.2 At no time will persons other than those designated by the Board have access to the monitors or to the recordings made in the course of the usage.
- 4.3 The Association may release recorded footage, to the extent it still exists, to a Member of the Association for purposes of investigating a reported crime or criminal activity involving such Member or Member's property, but only after receipt of a written request from such Member that includes: (1) a description of the reported crime or criminal activity; (2) the name and contact information for the law enforcement agency to whom the crime or criminal activity was reported; (3) the case number or other identification information assigned to the complained of crime or criminal activity reported to such law enforcement agency; and (4) the date and time periods of recorded footage being requested. Recorded footage released to a Member shall be limited to footage related to the reported crime or criminal activity specified in the written request, the scope of which shall be determined by the Board in its sole discretion.
- 4.4 Notwithstanding anything to the contrary in Section 4.3 above, the Association shall not release any recorded footage to any other parties, except in response to a valid subpoena from a law enforcement agency or other third-party or pursuant to an order rendered by a court of competent jurisdiction.