

Surveillance Camera Security Policy, Rules, and Restrictions for Access and Use

Grove Hill Homeowners' Association (GHHA) Board of Directors (Board) has installed cameras in the community to protect GHHA assets and for the security of residents and their guests. Video surveillance provides not only a deterrent to inappropriate behavior but also a means of identification in the event of damage or criminal activity. To ensure that video surveillance is not abused or misused, the Board has adopted the following rules and restrictions effective 11 July 2022 governing the use and access of video equipment in the community. This policy applies to all video surveillance systems installed within the Grove Hill Homeowners' community by the GHHA. All permanently installed video surveillance systems presence is detailed on posted signage and is exclusive of personal surveillance equipment installed by residents.

Installation, Placement, and Maintenance of Video Surveillance Equipment

Video Equipment / Records

1. Type of Equipment

The GHHA will use an online storage system to collect and retain real-time video for maximum storage of 30 days.

2. Placement

Video recording equipment shall only be placed in visible locations that provide the best surveillance options for the desired coverage in specific surveillance locations and ambient lighting conditions. Cameras will be positioned not willfully to intrude on a homeowner's property or privacy.

Signage shall be erected in a conspicuous location(s) notifying all parties that the area is under video surveillance.

Access to Video Records

1. Access: Association

Access to video surveillance records shall be secured and restricted to the Board. Video surveillance footage shall be viewed by the Board only upon majority agreement and only in response to an event that has occurred. Events include but are not limited to vandalism, property damage, litigation evidence, criminal activity, insurance investigation, and suspicious activity.

2. Access: Law Enforcement

When access to video surveillance is required for law enforcement investigation due to criminal activity or potential criminal activity, the Board will review video surveillance and provide law enforcement officials with pertinent footage related to the investigation.

3. Security / Storage

Active Video records shall be stored with limited access. No video shall be published to the public. Archived video records shall be kept only for investigative or legal purposes. They shall be electronically stored and only viewable by entities with Board permission.

4. Custody, Control, Retention, and Disposal of Video Records

The Association 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 the capacity of the device has been exhausted or within 30 days.

Specific records relating to evidence or investigations, which must be retained, will be copied and stored for as long as required, based on the investigation type. A third party may keep records requiring long-term retention.

Accountability

1. The GHHA'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.
3. The Board is responsible for deciding when surveillance footage needs to be viewed.