

**Clintwood Non Profit Housing Co-operative**

**Surveillance Camera Usage By-law,**

**By-law # 23**

**Passed by the Board of Directors October 1, 2018**

**Passed by the General Membership January 14, 2019**

***Pursuant to section 38 (2) of the Provincial Act and section 28 (2) of the Municipal Act, no person shall collect personal information on behalf of the Co-operative unless the collection is expressly authorized by statute (law), used for the purposes of law enforcement, or necessary to the proper administration of a lawfully authorized activity.***

***For example: the collection of personal information that is MERELY HELPFUL and not necessary to the proper administration of a lawfully authorized activity, would not meet the requirements of section 38 (2) and 38 (2).***

***In plain language, this means if a member requests the office to look at surveillance tape of someone walking around the co-op, or taking things out of a car, the office WILL NOT do this.***

## **Section 1 Rationale and Objectives for this policy**

Video surveillance cameras are in use to protect public safety, detect or deter, and assist in the investigation of criminal activity.

We must balance the public benefits of video surveillance against an individual or member's right to be free of unwarranted intrusion into his/her life.

## **Section 2 Video Surveillance System**

- i) The DVD player for the tapes of the video surveillance is to be stored in the locked housing office.
- ii) The video surveillance system works 24 hours a day, seven days a week.
- iii) The video recordings are written over by new recordings every three weeks.
- iv) The video surveillance system records activity in the common areas of the co-op for later viewings by request of the police or the office.

## **Section 3 Restrictions**

- i) Access and operation of the system is limited to staff, President and Vice President, and law enforcement.
- ii) The privacy of all will be maintained by keeping recordings in a secured area.
- ii) The cameras that the Co-operative owns monitor only common areas of the Co-operative.

## **Section 4**

- i) The Co-operative will engage a competent, third party to ensure the system is in working condition.
- ii) All records are solely under the control of the Co-operative.

## **Section 5      Requests for Video Surveillance Records of Co-op Cameras**

- i) Any member can request, in writing to the office, that the office will view a specific timeframe on the cameras in order to ascertain any vandalism, theft, violence, drug trafficking, reckless behaviour, disturbing the peace, or illegal act.
- ii) This must be done within fourteen (14) days of any said incident to allow for processing of request. If you have not received acknowledgement of said request within two (2) business days, contact the president or vice president.
- iii) The request must state an exact date and time frame in which the search is to be made.
- iv) It must be understood, the office does not have the time to investigate frivolous requests.

## **Section 6      Personal Surveillance Cameras**

- i) Members wanting to have their own security surveillance system must request permission from the Board of Directors.
- ii) Said camera must only be focussed on the member's private area; it cannot be focussed into common ground where individuals may be recorded.
- iii) Once permission is granted, the member must show the office so that it can be confirmed that the camera is focussed only on the member's private area.
- iv) Any member who has surveillance cameras for their own use, before this by-law is passed, and has not received permission from the Board of Directors, must:
  - Inform the Board of Directors,
  - Provide a screen shot of camera placement to the office so that it can be confirmed that the camera is focussed only on the member's private area.