

ROYAL CITY HOUSING CO-OPERATIVE INC.

**Co-op and Members Cameras  
Video Surveillance  
Policy – 2022.4**

Approved by the Board of Directors \_\_\_\_\_, 2022

Confirmed by the Members \_\_\_\_\_, 2022

## **PUPROSE**

- The purpose of this policy is to create rules regarding installation of video surveillance equipment by Royal City Housing Co-operative Inc. (the co-op) in common areas of the co-op.
- The purpose for installation of these cameras is to address serious concerns for safety of members, staff, inhibit behaviour that contravenes the co-op's by-laws and policies and inhibit criminal behaviour from happening on co-op property.

## **POLICY**

1. The only persons who are able to access the video recordings shall be authorized by the Board of Directors.
  - This person shall ordinarily be the Co-operative Manager
  - Exceptions will be reported to the Board of Directors.
  - The video recording must be kept in a locked room accessible only to those authorized.
  - Once the video recordings are no longer necessary to meet any security need, they will be erased or deleted or recorded over.
  - The Manager of the co-operative will be the only person responsible for monitoring, reviewing, accessing and erasing the security recordings.
2. The Privacy Commissioner of Canada has developed criteria for video surveillance. The following five points outline the Privacy Commissioner's test for using video surveillance. The Co-operative shall follow this guideline.
  - Is the measure demonstrably necessary to meet a specific need?
    - The co-op will consider whether the implementation of video surveillance is necessary to meet the specific need it is trying to address.
  - Is video surveillance likely to be effective in meeting that need?
    - The co-op should consider how effective video surveillance will actually be in addressing its need.
  - Is the loss of privacy proportional to the benefit gained?
    - The co-op should consider whether the loss of privacy to its members is justifiable given the need it is trying to address by the implementation of video surveillance.

- Is there a less privacy-invasive way of achieving the same end?
  - Lastly, the organization should consider the cost and effectiveness of other less privacy-invasive alternative measures to video surveillance.
3. This policy applies to all staff, members, residents and guests of members or residents of the Co-op. This policy takes effect on \_\_\_\_\_, 2022.
  4. Members or residents are allowed to install video surveillance equipment in or outside their units. Members, residents or guests may also install video surveillance equipment in or on their vehicles.
  5. In general, members, residents or guests are entitled to install video surveillance equipment in their units or vehicles as long as they do not violate another member or residents' reasonable expectation of privacy.

When members, residents or guests install video surveillance equipment the following rules must be followed:

- a. Video surveillance recording of the Co-op's playground is not permitted. No equipment installed by members, residents or guests can record the playground area of the Co-op.
- b. Members, residents and guests must limit the use and viewing range of cameras as much as possible. The camera should not shoot where a person would have a reasonable expectation of privacy. For example, video surveillance cameras should not be pointed at/in member units, doors or windows.
- c. Video surveillance equipment installed cannot record sound.
- d. Members, residents or guests who install video surveillance equipment must inform the public that video surveillance is taking place by posting a sign.
- e. Information collected through video surveillance should only be used for the purpose that surveillance is being undertaken, or for purposes that are permitted by law.
- f. Once the video recordings are no longer necessary to meet any security need, they will be erased or deleted or recorded over.

- g. When the video surveillance equipment is removed any damage caused by the equipment will be the responsibility of the members, resident or guest who installed the equipment. The area of installation will be returned to its original condition.
6. The Co-op reserves the right to review the placement and/or installation of any video surveillance equipment installed on Co-op property to ensure its installation meets the rules of this policy.

Passed by the Board of Directors of Royal City Housing Co-operative Inc. at a meeting duly held meeting on .....

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Secretary