

Security Video Usage Policy for SPPOA

It shall be the policy of the Setters Point Property Owners Association (SPPOA) that any information gathered by security cameras owned or controlled by the SPPOA shall only be made available under the following situations and approvals with the following limitations on access and usage strictly enforced. The information captured on the cameras may be used to aid in investigating insurance claims, vandalism property damage, litigation evidence, criminal activity, and suspicious activity. SPPOA does not warrant that the equipment will always be functioning and recording. There will be times when the cameras or systems are down, including for maintenance, service or repair. SPPOA reserves the right to discontinue video recording at any time. The camera video will not be monitored in real time. Placement of the cameras will be at the common area at the front gate including the mailbox facility. Video recordings reviewed and associated with the noted Situations will be maintained for no more than 1 year unless an approved investigating entity requests a longer period. If Board approval is required, the Board of Directors may withhold recordings or deny access in its sole discretion.

Situation	Who Can Access	Approval Needed	Usage
Investigation of a crime or attempted crime	Public Law Enforcement Officers	None, Pre-Approved	Video to remain confidential and not shared outside of the scope of investigation
In response to a government demand or subpoena	Public Officers with required authority	Board of Directors	Video to remain confidential and not shared outside of the scope of the subpoena
Investigation of a crime, attempted crime, or accident	Property Owner, Insurance Carrier, BOD	Board of Directors	Video to remain confidential and not shared outside of the scope of the subpoena
Investigation of violation of SPPOA CCRs or Bylaws	BOD assigned members	Board of Directors	Video to remain confidential and not shared outside of the scope of the subpoena
In case of an emergency or neighborhood safety situation	BOD assigned members	Board of Directors, Board may assign a person to act in case of emergencies	Video to remain confidential and not shared further than required in response to the situation

Notes:

1. As stated above, this system will not be continuously monitored, and video will only be reviewed in the above stated Situations, or by unusual exceptions not anticipated by this document, which will require prior approved by the Board of Directors (BOD).
2. The BOD will designate by position a BOD Member to monitor and maintain security camera equipment. This individual will be responsible for providing any video recording responding to the Situations described above with appropriate chain of custody measures and will otherwise maintain the confidentiality of any video recording. Additionally, this designated individual will ensure that no recordings are retained outside a 1-year rolling period.