



Policy	Number	Version
Video Surveillance System	POL-OHCA-001	1.0

1. Purpose

The purpose of this policy is to define the Ocean House Condominium Association (OHCA) Video Surveillance system parameters, use, controls and distribution of content.

2. Scope

This policy applies to all OHCA owners, contractors, visitors or any person who travels onto OHCA grounds or into any buildings.

3. Referenced Documents

N/A

4. Definitions / Acronyms

Term / Acronym	Definition
OHCA	Ocean House Condominium Association

5. Policy Standards

General

- The OHCA camera system currently includes commercially available video cameras that record video to a central computer and store the video files on a hard disk drive.
- Alert signs are posted at the entrances to inform people that video monitoring occurs at OHCA.

Video

- The OHCA camera system captures video only and does not capture audio. Video footage is not actively monitored.
- Video footage is typically reviewed following reports of security incidents, property damage, theft, vandalism, equipment failure, and or leaks.

Coverage

- The cameras cover OHCA external grounds, entrance areas and common areas.

Access Controls

- Video file access is controlled by Board authorization and passwords.
- The OHCA property manager is the main user and Board members can be trained to operate and access the system as needed.



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Video Content Controls

- Video captured at OHCA is only viewable by the OHCA property manager and Board of Directors.
- Video footage is not typically shared with OHCA residents unless it is necessary to prove violations of condo rules, regulations, bylaws or violation of law.
- Video footage will be provided to law enforcement to aid in investigations.
- Video footage would also be provided if legally required by subpoena.

Documentation

- Video footage is maintained on the hard disk drive for 30 days and is then overwritten.
- There is no formal archiving of video files.
- Certain files utilized during investigations may be retained in OHCA electronic files as evidence of the investigation.

6. Appendices

N/A

7. Revision History

Date	Step	Change	Justification
09 Aug 2023	Entire Document	Create Original Policy	Creation of OHCA video surveillance policy