

West Hampton Digital Security Media Policy

PURPOSE

This policy and procedure provides guidelines regarding the use of security cameras within West Hampton HOA, including both Closed Circuit Television (CCTV) and internet-enabled cameras (web cams) as part of an overall security and safety initiative. The policy and procedures outline when and how security cameras are to be installed, how images are to be stored and recorded, and the conditions under which stored images or video are to be used. West Hampton Security Media is owned and governed by the West Hampton HOA. Access to this media is permissible by following the steps outlined below.

POLICY STATEMENTS

The function of surveillance cameras is to assist in ensuring the safety and protecting the property of the West Hampton HOA. The primary use of surveillance cameras will be to record images for future identification of individuals and actions in the event of legal, criminal, or policy violations. There is no audio associated with any camera.

1. Surveillance cameras may be installed in locations where the security of West Hampton property or people would be enhanced. This includes all HOA owned assets.
2. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.
3. The President of the West Hampton HOA will function as the surveillance camera coordinator. Delegation of these duties from the president to another HOA Board member shall be permitted.

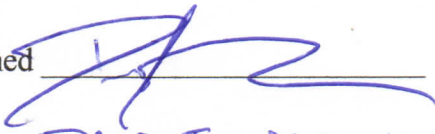
PROCEDURE

- Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics or race, gender, sexual orientation, disability or other protected classification is strictly prohibited.
- All requests for the additional purchase, installation, and maintenance of camera equipment must be presented to and approved by the West Hampton Board of Directors.
- Recorded images will not be routinely checked and will only be reviewed in the event the HOA has a need to review the recorded images. Recorded information will be stored in a secure location with access by authorized HOA Board or HOA Management representatives only.
- Information obtained through video monitoring will be used exclusively for safety, security, compliance to HOA policy, and law enforcement purposes. Should monitoring reveal activity that violates laws or HOA covenants, an investigation will be initiated.
- Any person who tampers with or destroys video security equipment will be subject to criminal prosecution.
- West Hampton Board of Directors and West Hampton HOA management company representatives may access the devices/media at any time. This access will require two

- (2) West Hampton Board members for approval and it must be communicated to the West Hampton HOA property manager that access to the system has been granted.
- Individuals, who are not West Hampton Board of Directors members or West Hampton HOA management company representatives, may request the West Hampton Board of Directors or West Hampton HOA Management review footage. This review must be requested directly by an officer of the law, via subpoena, and/or accompanied with an associated police investigation (documentation must be presented). Reasonable search criteria must be provided at the time of the request. Open-ended requests and requests for media older than 31 days will not be accepted. Requested data will only be provided to law enforcement or as defined in the subpoena.

West Hampton Board Of Directors
Policy and Procedure Reviewed and Agreed Upon

Signed _____



DAVID J. NAYMICK
W.H. BOB President