

Nepean Sailing Club

Video Surveillance System Monitoring Procedure

General Guidelines

Nepean Sailing Club has experienced a number of thefts of club assets from the Club facilities in the past several years. As a result, the Club has chosen to install closed circuit television (CCTV) cameras to monitor and record public areas for the purposes of safety and security. The purpose of this procedure is to regulate the use of those CCTV cameras.

Care and diligence will be taken to insure that appropriate use is made of the video surveillance system. Signs will be posted on the club property indicating the use of video surveillance. All use of any video surveillance information will be governed by NSC's privacy policy. Cameras will not watch locations where there are reasonable expectations of privacy such as restrooms or private offices.

Surveillance Activities

Surveillance systems will be in operation at all times unless down for repair. Information obtained through video surveillance will be used exclusively for security and law enforcement purposes. No audio will be recorded or monitored as an ongoing activity. Viewing of recordings by non-system users will not be allowed unless approved (prior to active viewing) by the Vice Commodore. Real time monitoring of specific cameras for reasons of employee safety and club security will take place when deemed necessary by authorized system users.

Storage of Image Media

Appropriate and reasonable care will be given to the handling of image media, as it is evidentiary in nature. Media containing surveillance images will be retained in secure storage unless needed as evidence or to verify the proper operation of the system and will be kept and stored for nominally no less than 30 days. Any images copied from the media will be considered to be legal evidence and treated as confidential or as directed by counsel.