Oak Street Housing Co-operative Inc.

**SECURITY CAMERA POLICY**

**1. Electronic Entry and Security Systems**

(a) Electronic records

The co-op may have security cameras, key fobs or other systems that automatically create records. These are called electronic records in this section. They are considered confidential information under this By-law.

(b) Location of security camera screens

Live monitors, computer or television screens that show images from security cameras will be placed so that only authorized staff can see them. A motion at a members’ meeting can decide something else. This does not apply if the co-op has arranged for direct viewing on a cable or similar channel.

(c) Checking electronic records

Electronic records will be checked as necessary by authorized staff. No one else can see them except as stated in this section.

(d) Discarding electronic records

The board will decide on a normal time frame for discarding or recycling each kind of electronic record unless one of the following applies:

* The manager is aware of an incident or situation where the records may shed light on the problem in the future.
* Someone has submitted an incident report or complaint where the manager believes the records could be relevant.
* The manager feels the records could be relevant in a legal proceeding.
* The manager has received an indication that the records should be kept as evidence.

**2. Incidents:**

(a) Use of records

When the manager is reporting to the board on any incident, complaint or situation, the manager should report to the board on what is shown by relevant paper, electronic and other records. The manager may show the record itself. Records will be made available to the police under a warrant and may be made available without a warrant when the manager thinks it is appropriate.

(b) Disputes between members

Paper, electronic and other records may be requested by someone who is having a dispute with someone else. The following apply:

- The records will be kept if the manager is given notice that they may be needed.

- If the records show information about someone not related to the matter, they will not be shown without that person’s written consent.

- If both sides consent in writing, records may be reviewed by those involved or their lawyers or representatives.

- If one member refuses to consent to reviewing the records, a member can submit a written request to see the records to the board. If the board decides to permit this, the records will be available to people on both sides of the dispute.

- Despite the above, the records will be shown or delivered in obedience to any subpoena or court order.

(c) Legal action

Paper, electronic and other records may be shown or sent to the co-op’s lawyers or anyone investigating or dealing with an incident or complaint on behalf of the co-op. Paper, electronic and other records may be used in connection with any eviction or procedure in Court or at the Landlord and Tenant Board.

*Approved by the Board of Directors on August 25, 2016*