

CHURCH OF THE REDEEMER

POLICIES AND PROCEDURES

Surveillance Camera Policy

IN GENERAL

Surveillance cameras may be installed in situations and places where the security of either people or property would be enhanced.

When appropriate, cameras may be placed inside and outside Church of the Redeemer (COR) buildings.

- Cameras will be used in an appropriate, professional, ethical and legal manner consistent with all existing church policies.
- Cameras will be limited to situations that don't violate the reasonable expectation of privacy as defined by law.
- The Chairman of the Board of Elders of COR, other elders of COR as designated, and the Principal of Redeemer Christian School will function as the Surveillance Camera Coordinators.

PURPOSE

The purpose of this policy is to regulate the use of surveillance cameras to protect the legal and privacy interest of COR and its members.

GUIDELINES

The function of surveillance cameras is to assist in protecting the safety and property of COR and its members.

The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal or policy violations.

PROCEDURE

1. Only authorized personnel, as determined by this policy and authorized by the Surveillance Camera Coordinators, will be involved in, or have access to, surveillance camera data.
2. When an incident is suspected to have occurred, designated personnel as authorized by a Surveillance Camera Coordinator may review the images from surveillance camera data.

3. Video recordings of the cameras will be preserved for a limited time period. The length of time is determined by the amount of disk space used to store the videos. As the space fills the oldest recordings are deleted. The cameras are motion activated, so they record only when motion in the immediate area is detected. Some sound may be recorded.
4. Recorded video images will be stored on a secure server accessible to authorized personnel only.
5. If a section of recorded video is needed for a criminal investigation it may be stored as long as needed with the approval of the Board of Elders of COR.
6. A log is kept of all access to the video both live and recordings. This log will be reviewed periodically to ensure the legitimacy of use of the video system and recordings.
7. Information obtained from the cameras shall be used exclusively for law and/or policy enforcement. Personnel viewing the recordings are prohibited from using or disseminating the information except for official purposes.
8. Cameras will be installed in public areas. Cameras will not be used to monitor restrooms.
9. The installation of additional new surveillance cameras must be approved in advance by the Board of Elders of COR.
10. Requests to release information obtained through surveillance cameras must be submitted to the Chairman of the Board of Elders of COR.

Approved Date: December 15, 2022

Chairman of the Board of Elders: Hal Thompson