

allure	CCTV Policy	Page 1 of 1
		AWPP017
Adopted: 11/10/15		Version: 1.0

The policies set forth herein are directives adopted by the Allure Waikiki AOUO Board of Directors to be carried out accordingly by the Allure Front Desk Ambassadors and the Management Office. If you have any suggestions on how to improve a policy or procedure, please put them in writing and they will be reviewed by the Board. Unless and until the Board votes to revise them, you must comply with current policies and procedures, otherwise notifications and/or fines may be issued to your Unit. The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by the Management Office and Front Desk Ambassadors to decrease the likelihood of issues and to promote the safety and security of all Employees and Residents since our resources are limited. The rules and regulations set forth in this policy supersede and replace all rules and regulations set forth previously.

Monitoring:

Front Desk Ambassadors are continuously supervising live content from the CCTV system to monitor for violations of the House Rules & Regulations, deter crime, and to assist the police in protecting the safety and property of the Allure Waikiki AOUO. Video monitoring is always conducted in a professional, ethical, and legal manner.

Viewing Footage:

The CCTV footage is the property of the Association. Video images are restricted for liability reasons, and may be viewed by Management and HPD ONLY. Owners and Residents do not have authorization to view CCTV images. Release of recorded video images is only permitted when authorized by the Board of Directors or by court orders or subpoena. If HPD requests to view footage, all Occupants must leave the areas surrounding the Front Desk. Refusal to comply will result in an immediate fine of \$300.

Any person wishing to view or obtain CCTV footage must submit a written request to the Board of Directors, unless there is court order or subpoena. The request for disclosure of CCTV footage MUST contain the following information to be considered: full name, address/Unit #, phone number, email address, and ALL details of the incident: date, time, and location in the building, etc. You must also indicate whether you want to view the footage, or obtain a copy of the video and/or images. Unsaved footage is overwritten, therefore requests must be submitted as soon as possible.

Video Storage:

Recorded video images will be held on the DVR for a period of 20 days or less, depending on system data retention capabilities, and will be erased as the system reaches its memory capacity. Images may be retained for longer periods on different devices as needed for investigation or court proceedings (criminal or civil), or any other reasonable use as approved by Management or the Board of Directors. Recorded video images will be stored in a secure location with access by authorized personnel only.