

Security Camera Use Policy

Adopted January 2024

Purpose

The purpose of this policy is to establish guidelines for the use of security cameras at The Center Project, an LGBTQ community center, to ensure the safety and security of all individuals who use the facility while respecting the privacy expectations of community members.

The primary purpose of utilizing security cameras at TCP is to deter crime and to enhance the safety and security of the community and of the TCP property.

The primary use of security cameras will be to provide recorded video images to the TCP Board of Directors and Facilities Committee (“Authorized Personnel”). In some circumstances, and with board approval, recordings may be shared with law enforcement. Those circumstances may include theft, property damage, harassment, assault, personal injury or when otherwise required by law.

By implementing this security camera policy, The Center Project seeks to provide a safe and secure environment for all individuals who use the facility, while also respecting their privacy and confidentiality.

Scope

This policy applies to all security cameras used on the premises of The Center Project.

Camera Placement

Security cameras will be placed in strategic exterior locations to provide maximum coverage of the facility's entrances, exits, common areas, and parking lot. The placement of cameras will be determined by the Facilities Committee in consultation with the Board of Directors of The Center Project.

Use of Recordings

Recordings from security cameras will only be accessed and viewed by Authorized Personnel when needed, and will be used solely for security purposes. In some circumstances, and with board approval, recordings may be shared with law enforcement. Recordings will be retained for a maximum of 30 days, unless otherwise required by law or in case of an incident.

Notification

Signs will be posted to inform individuals that security cameras are in use.

Privacy

The Center Project is committed to protecting the privacy of all individuals who use the facility. Security cameras will not be used to monitor interior rooms or interior common areas. Any recording that contains sensitive information about individuals will be handled in accordance with The Center Project's privacy policies and applicable laws.

Access and Disclosure

Access to recordings from security cameras will be strictly controlled and limited to Authorized Personnel. Recordings will not be disclosed to third parties, except to law enforcement in some circumstances and with Board approval.

Maintenance and Testing

Security cameras will be regularly maintained and tested by the Facilities Committee to ensure they are functioning properly. Any malfunctions will be promptly reported and repaired.

Enforcement

Any violation of this policy may result in disciplinary action, up to and including termination of employment or volunteer service.

Review

This policy will be reviewed and updated as necessary to ensure that it remains current and effective.