



Security Video Surveillance Policy

Purpose & Scope

Victoria Golf Club (VGC) is committed to balance an individual's right to privacy and the need to ensure the safety of VGC employees, members, guests and property. Proper video surveillance in the Clubhouse is one of the most effective means of helping to keep VGC operating in a safe and secure manner. Video surveillance can also be used on occasion to ensure the proper adherence to Club rules.

This Security Video Surveillance policy provides direction, procedures, and protocol in the operation of surveillance cameras at the Club. The policy ensures VGC follows the guidelines set out by the Office of the Privacy commission of Canada.

This policy applies to all types of camera surveillance, monitors and camera recording devices used for security purposes on the VGC property.

Policy Guidelines

Designing and installing video surveillance equipment

- Given the need to provide for the safety and security of employees, members and visitors who may be present at all hours of the day, VGC's surveillance system may operate at any time in a 24 hr. period.
- The equipment shall never monitor the inside of areas where members, guests and employees have a higher expectation of privacy (e.g. change rooms and washrooms).
- Recording equipment must be located in a strictly controlled access area. Only the General Manager shall have access to the controlled access area / recording equipment. In the absence of the General Manager, they can approve a staff member to review recordings on a case-by-case basis.
- VGC shall post signs, visible to members and guests at all entrances and /or prominently displayed on the perimeter of the grounds under video surveillance.

Video Equipment

- VGC may use digital video recorders or time lapse video recorders in its video system. These records will be kept for a period of up to 7-14 days where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes.
- VGC stores information directly on a hard-drive. The computer time and date should be stamped on the recording. If a removable / portable storage device is used, the authorized personnel shall affix a label to identify the information.

Access

- Access to the video surveillance records shall be restricted to authorized personnel – General Manager, Food & Beverage Manager, and service /repair personnel.
- With the exception of law enforcement agencies, all formal requests for video records



should be directed to the General Manager. All requests are subject to the requirements under the VGC privacy policy.

- When viewing video surveillance records, all times of access must be recorded in the Video Surveillance booklet with date and time stamps.

Accountability

VGC is accountable and responsible for Personal Information under its control. VGC has designated a Privacy Officer who is accountable for compliance with this policy. VGC's General Manager is responsible for overseeing implementation of the Privacy Policy on behalf of the VGC Board of Directors.

Personal Information will only be used or disclosed for the purposes described in this Privacy Policy. VGC will destroy Personal Information records as soon as it is reasonable to assume that retention is no longer necessary.