

Bayway Isles Homeowners Club, Inc.

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SECURITY RECORDS PRIVACY POLICY

The Board of Directors (the “Board”) of the Bayway Isles Homeowners Club, Inc. (the “Association”) is committed to maintaining and enhancing the quality of life of our community. In order to deter crime and to assist law enforcement personnel in protecting the safety of our community the Association and our security contractors maintain a comprehensive set of gatehouse records, both hand written and electronic. These records include but are not limited to: Daily shift and activity logs, telephone logs, incident reports, traffic records, visitor records, and CCTV / IP camera video and images. The Association has adopted this Policy to insure proper protection of security records and the privacy of our members and the public.

Any effort on the part of the Association to assist the community in crime deterrence in no way suggests, promises or guarantees any level or degree of prevention or safety for any community member, visitor, or other person or their property.

Records Policy:

Record keeping for security purposes will be conducted in a professional, ethical and legal manner.

Security records created by contractor personnel (such as shift and activity logs, telephone logs, traffic records, and visitor records) remain the property of the contractor; however, such logs and records must be made available to the Association upon request. The contractor’s employee information – including personnel data, disciplinary records, etc. will not be made available to the Association. CCTV / IP camera video and images are created by Association equipment and remain the property of the Association.

Security records will only be released according to the procedures established in this policy. Unless otherwise ordered by the court, records may not be released for use in a civil proceeding against any individual, group or entity.

Video Monitoring:

Video monitoring of public areas for security purposes is limited to uses that do not violate the reasonable expectation to privacy as defined by law. Cameras will be positioned for video observation only of public areas.

System equipment will be located and operated in a single secured onsite location. Access to equipment and video recordings will be limited to Association Board authorized personnel only. Recorded video will be stored for a period not to exceed 90 days, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Association Board. Recorded video may not be reviewed or copied unless there is a need to do so, for example after an incident is subsequently reported to police or for brief routine maintenance of the system equipment.

Recorded video may not be used for the monitoring of the security contractor and its employees in the performance of their duties.

Records Release Procedure:

The Association’s Executive Committee will review all requests for records release. The Committee may approve release of records only for legitimate purposes such as law enforcement agency requests related to reported incidents, court subpoenas or to protect the Association from harm or liability.

The affirmative vote of a majority of the Committee members is necessary to approve the release of records. Any release of records will be recorded on a written log maintained by the Association Secretary.

The Association reserves the right to modify or amend this records policy at any time.