

HIGH DESERT RESIDENTIAL OWNERS ASSOCIATION

Policy Regarding Digital Image Recordings and Other Electronic Data Collection

1. The surveillance cameras located on the premises were installed to assist with the general protection of Association property. The surveillance cameras were not installed for purposes of monitoring the general comings and goings of residents and guests. They also shall not be relied upon by any owner as providing safety or surveillance to owners or residents. Furthermore, the Association cannot guarantee that the cameras will be functioning at all times.
2. The data recorded by these surveillance cameras or any other electronic method is the property of the Association and will not be distributed or released to owners. Furthermore, it is not a record of the Association, as it is not kept permanently, but routinely overwritten at various time intervals depending on storage capacity of the recording devices.
3. The Association reserves the right to use the data in the event that the data provides evidence of wrongdoing in cases of the damage or destruction of Association property, or for other Association purposes which shall be stated in writing to the Board prior to use. Authorized agents of the Association may only review the surveillance data for these purposes. Any review of the surveillance data will be tracked in writing including name, date, time and specific purpose.
4. The data that is available at the time will be released to a court if subpoenaed or compelled by court order or warrant. The available data will be released to a law enforcement agency if requested by an investigator, officer, or agent to be used in connection with a criminal investigation or prosecution by a law enforcement or prosecuting agency.
5. The area covered by surveillance will be posted with public signs clearly indicating the area is under surveillance by the Association.
6. The Association will assist a resident who is the victim of criminal activity or incident, in accordance with the following procedure:
 - a. The resident must have filed a police report of the incident and provide a copy of the Incident Report to the Association.
 - b. Upon written receipt of a specific date and time interval, the Association will request the custodian of the digital recording to estimate the cost to review the recording and prepare a report listing the general nature of any relevant information found in the recording for the specified time period. The report will be provided to the requesting resident. The recording itself will be released only to a court or a law enforcement agency, as detailed in Paragraph 4 above.

- c. The resident shall pay the Association a deposit equal to the estimated cost of the review and report preparation, after which the Association will direct the custodian to proceed with the review and report.
- d. Once the review work has been completed and the report issued to the resident, if the actual costs are less than the estimate, the difference shall be returned to the resident. If the actual costs exceeded the estimate, the difference shall be paid by the resident.

This policy was adopted by the Board of Directors at its meeting on 17 October 2012 and revised on 19 February 2019.