



USE OF VIDEO SURVEILLANCE

Wakeman Boys & Girls Club (WBGC) recognizes that maintaining the safety and security of WBGC members, staff, volunteers, visitors, and WBGC property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by WBGC personnel, it can provide an additional layer of protection. Video surveillance, with or without audio recording capabilities, may be utilized in and around the WBGC facility, on WBGC property, and on WBGC transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use.

PLACEMENT AND NOTIFICATION

Video surveillance equipment may be installed in and around WBGC facilities, property, and vehicles. The system provides monitoring 24/7. Video surveillance equipment will not be used or installed in areas where WBGC members, staff, and parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms. Video surveillance equipment may always be in operation, whether the WBGC is operational and whether the facilities or buildings are in use at all. The WBGC will determine the operation schedule of any video surveillance equipment in its discretion. Video monitors shall not be in an area that enables public viewing. The WBGC shall notify WBGC members, parents/guardians, staff, volunteers, and the public that video surveillance systems are present by signs prominently displayed at the entrance to each clubhouse and will provide any other notification or consent as required by applicable law.

ACCESS TO VIDEO IMAGES

The use of video surveillance equipment on WBGC grounds shall be supervised and controlled by the CEO and Unit Executive Directors. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed. Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to video recorded data is strictly limited to the following authorized full-time WBGC personnel: CEO, COO, Unit Executive Directors, Program Directors, and the Director of Safety and Leadership Development. These authorized personnel are trained on the video surveillance policy and how video data should be used during any official investigation. Video recording data may be used as evidence that a WBGC member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, and/or WBGC policies or rules. Video footage is subject to production by a valid subpoena or other court order.



UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Confidentiality and privacy concerns limit the general public, including parents and relatives of Club members, from viewing video recording footage and/or data involving WBGC members, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any WBGC personnel who becomes aware of unauthorized disclosure of video recording data from the WBGC and/or a potential privacy breach must immediately inform the person's supervisor and the CEO. WBGC personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment. Video recording data will remain the property of WBGC and may be reproduced only in accordance with applicable law and board policy.

RETENTION OF DIGITAL IMAGES

Video recording data shall be kept for approximately 30 days except for appropriate still shots or selected portions of the recorded data relating to any incidents. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The stored media shall be kept on a secured computer. In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with WBGC personnel and appropriate officials.

WBGC MEMBER PRIVACY

Video recording data will not to be used directly or indirectly to identify the activities of individual WBGC members except as viewed in relation to a specific event or suspected criminal activity; suspected violation of WBGC policy or rules; incidents where there is reasonable basis to believe a claim may be made against the WBGC for civil liability; or if otherwise compelled by law. Authorized WBGC personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on WBGC property.

A copy of this policy may be shared with any WBGC member, parent/guardian, or staff member upon request.