

## Draft 2 - 6.9 North Peace Housing Foundation Surveillance/Security Cameras in the Workplace Policy

Policy Statement: At the North Peace Housing Foundation we are committed to maintaining a safe and secure work environment for all employees, tenants, visitors, and assets, while ensuring the privacy of tenants and employees is respected.

As part of our security measures, the use of surveillance/security cameras may be implemented in certain areas of the workplace. This policy outlines the guidelines and procedures regarding the use of surveillance/security cameras in the workplace to ensure the protection of our employees, property, and sensitive information.

1. Purpose: The purpose of this policy is to establish guidelines for the installation, operation, and use of surveillance/security cameras in the workplace to enhance security, protect Foundation assets, and ensure compliance with applicable laws and regulations.
2. Scope: This policy applies to all employees, tenants, contractors, visitors, and any other individuals present within the premises of the North Peace Housing Foundation. It covers all areas where surveillance/security cameras may be installed, including but not limited to production areas, common areas, parking lots, and other Foundation-owned or operated locations.
3. Audio will not be recorded.
4. Placement and Usage: a. The placement of surveillance/security cameras will be determined, taking into consideration factors such as security needs, legal requirements, and privacy. Surveillance/security cameras may be visible or covert, depending on the specific requirements of each location. b. Surveillance/security cameras may be used to monitor entrances, exits, hallways, high-security areas, storage areas, equipment rooms, and other sensitive locations to prevent theft, unauthorized access, or other security breaches. c. Surveillance/security cameras will not be placed in areas where there is a reasonable expectation of privacy, such as resident rooms, restrooms, locker rooms, or similar personal spaces.
5. Employee Privacy: a. the North Peace Housing Foundation respects the privacy rights of its employees. While surveillance/security cameras may be present in the workplace, they will not be used to monitor or record employees during their breaks, or in areas where they have a reasonable expectation of privacy. b. Any recorded footage will be treated as confidential and accessed only by authorized personnel on a need-to-know basis, subject to applicable laws and regulations.
6. Data Handling and Retention: a. Any data collected by surveillance/security cameras will be handled in accordance with applicable privacy laws and regulations. b. The recorded footage will be stored securely and accessible only by authorized personnel, ensuring appropriate measures are taken to prevent unauthorized access, use, or disclosure. c. The retention period for recorded footage will be determined based on legal requirements, the needs of the Foundation, and any relevant investigations. d. Authorized Personnel means any personnel authorized by the Executive Director to view the recorded footage.

7. Notice: a. The presence of surveillance/security cameras will be disclosed through prominent signage. b. The Foundation will give notice before using surveillance/security cameras in areas that are not accessible to the public or where a reasonable expectation of privacy exists.
8. Compliance: a. The North Peace Housing Foundation will comply with all applicable laws, regulations, and industry standards regarding the use of surveillance/security cameras in the workplace. b. Employees are expected to comply with this policy and cooperate with any investigations or inquiries related to the use of surveillance/security cameras.
9. Violations: Violations of this policy may result in disciplinary action, up to and including termination of employment, as deemed appropriate by the Foundation. Any employee found tampering with cameras, misusing recorded footage, or violating the privacy rights of others may be subject to legal action.
10. Review and Amendments: This policy will be reviewed periodically to ensure its continued relevance and compliance with changing laws and regulations. Amendments to this policy may be made as necessary and will be communicated to all employees.

By acknowledging this policy, employees and individuals present on North Peace Housing Foundation premises indicate their understanding and acceptance of the guidelines outlined herein.