

# FIRST UNIVERSALIST CHURCH OF AUBURN, UNITARIAN UNIVERSALIST, AUBURN, ME

## Surveillance Camera Policy

Surveillance cameras may be installed in situations and places where the security of either people or property would be enhanced.

When appropriate, cameras may be placed inside and outside the church building.

- Cameras will be used in an appropriate, professional, ethical and legal manner consistent with all existing church policies.
- Cameras will be limited to situations that don't violate the reasonable expectation of privacy as defined by law.
- The **Minister, Office Administrator, Building and Grounds Chairperson** function as the Surveillance Camera Coordinators.

## PURPOSE

The purpose of this policy is to regulate the use of surveillance cameras to protect the legal and privacy interest of the First Unitarian Church of Auburn and its members.

## GUIDELINES

The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal or policy violations.

The exterior surveillance cameras will be used to identify members and visitors at the doors during office hours, when exterior doors are locked.

## PROCEDURE

1. Only authorized personnel, as determined by this policy and authorized by the Surveillance Camera Coordinators, will be involved in, or have access to, surveillance camera data.
  - a. The Surveillance Camera Coordinators will have access to all surveillance camera data.
2. When an incident is suspected to have occurred, designated personnel as authorized by the **Minister** may review the images from surveillance camera data. Examples of this would be Board Members, rental persons, custodians, etc.
3. In the event of an emergency and no Surveillance Camera Coordinator is on the premises, the **Board President or other members of the Board have all been notified where emergency instructions to access the surveillance camera data is and are authorized to open the sealed instructions. They then can follow the**

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step-by-step instructions to view surveillance data and can show that data to police or other emergency personnel.

4. Whenever any incident occurs that is substantiated with surveillance camera data and a church member (child or adult) is involved, either as a victim, suspect or volunteer, the Board President will be notified.
5. Video recordings of the cameras will be preserved for a period of **28 days**. The cameras are motion sensory, so they record only when motion in the immediate area is detected. **Surveillance cameras will not record or monitor any sound.**
6. The installation of additional new surveillance cameras must be approved in advance by the Building and Grounds Committee with input from the Board.
7. Requests to release information obtained through surveillance cameras must be submitted to a Surveillance Camera Coordinator.

Revised: 8/15/23

Associated Documentation needed:

Request to release information through surveillance cameras

Sealed camera access instructions for Board members