

First Universalist Church of Auburn
Unitarian Universalist
Security Camera Policy

Purpose:

1. The primary function of the security cameras is to assist in protecting the safety and property of the First Universalist Church of Auburn, its staff, and its members and friends
2. The purpose of this policy is to regulate the use of security cameras to protect the legal and privacy interests of the First Universalist Church, its staff, and its members and friends.

Guidelines:

1. Cameras will be used in an appropriate, professional, ethical, and legal manner consistent with existing church policies.
2. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.
3. Audio recording function will be deactivated on the internal cameras.
4. Immediate access to security camera data is limited to the Security Camera Task Force (SCTF), consisting of the Minister, the Board President, and the Board Vice President.
5. In the event of a suspected or actual incident, the SCTF or those authorized by the SCTF may view the security camera data. The data may be shared with law enforcement or other emergency personnel at the discretion of the SCTF.
6. In the event of a crime substantiated with security camera data, the SCTF will notify law enforcement and share the camera data. The SCTF will also notify all members of the Board of Directors.
7. When required, one member of the SCTF may act on behalf of the entire SCTF.
8. When the church office is open, the office administrator will have access to the live camera feed at the main lobby door in order to regulate building entry.
9. The installation of new cameras or the relocation of existing cameras must be approved in advance by the SCTF and the Building and Grounds Committee.