

## Draft of DIRA Community Dock Security Camera Policy (as of June 9, 2016]

1. Rationale and purpose of the camera security system: to facilitate collection of dock fees and general management of the tenure site, given that continuous 24-hour staffing is not an option.
  2. Location and field of vision of the equipment: Cameras will be directed only to the dock tenure site, comprising the dock, parking lot.
  3. No special capabilities such as sound, facial recognition, zoom, or night vision are planned.
  4. The camera locations will be chosen to (a) provide records of vessel arrival and departure times for administrative purposes; (b) enhance security around the clock for vehicles, vessels, infrastructure and persons on the dock tenure site.
  5. Personnel authorized to operate the system and access the information it contains will be limited to the Chair or Co-Chairs of the Dock Committee and the current wharfinger appointed by the Dock Committee.
  6. The camera security system will be in effect 24 hours a day.
  7. Recording will be continuous.
  8. Authorized personnel will ensure the protection of the secure password operation system.
  9. Guidelines for managing security video recordings: (a) Videos will not be viewed by any unauthorized persons, and anything pertaining to individuals captured on the videos will remain confidential to any but authorized persons. (b) Requests for access by an agency or individual must be incident- and image-specific and must be made in writing to the DIRA Executive. (c) The Executive's disposition of such requests must have justification documented in writing.
  10. Procedure for the secure disposal of camera recordings: Recordings will be automatically and securely deleted after 120 days.
  11. Process to follow if there is unauthorized disclosure of images: the Dock Committee will ascertain the source of the disclosure and refer the matter to the DIRA Executive.
  12. Procedures for individuals to access personal information captured and challenge any suspected failure to comply with the policy: All requests for access must be made before 120 days from the recording date. Requests and complaints may be made through the DIRA Executive, and may be referred via the Dock Committee to the operator of the recording system.
  13. Sanctions for the organization's volunteers, employees or contractors for failing to adhere to the policy if any, will be determined on a case by case basis by the DIRA executive.
  14. The individuals accountable for privacy compliance and who can answer any questions about the camera security system will be the Dock Committee chair or co-chairs.
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