



GRAMERCY PARK CONDOMINIUM
151 East 20th Street • New York, N.Y. 10003

VIDEO SURVEILLANCE POLICY

Adopted by Board of Managers 11/7/18

Gramercy Park Condominium (the Condominium) has installed surveillance camera(s) in the common areas for the protection of Condominium assets and for the security of residents and their guests. In order to ensure that video surveillance is not abused or misused, the Board of Managers agreed to a surveillance camera policy to govern the use and access to such video surveillance.

Policy Statement

The Condominium recognizes the need to balance individual's right to privacy and the need to ensure the safety and security of the condominium and its residents. The Condominium therefore has adopted a policy which upholds these rights but provides the necessary mechanisms for protecting property. The Condominium hopes that the video surveillance will provide not only a deterrent to inappropriate behavior but can be used as a means of identification in the event of property damage.

Scope

This policy applies to all video surveillance within 151 E. 20th Street by the Condominium which are permanently installed or will be installed and is exclusive of personal surveillance equipment installed within individual apartments.

Installation, Placement and Maintenance of Video Surveillance Equipment

1. Type of Equipment: NEST CAM equipment will be used to collect and retain periodic real-time video.
2. Placement: Equipment will be placed in visible locations at the lobby entrance and outside trash bin area, which present the best surveillance options with respect to desired coverage and specific surveillance targets. Cameras are positioned so as to not willfully intrude on a resident's property or privacy without express written consent of the homeowner.
3. Signage: Signage has been posted on the bulletin board notifying that the area is under video surveillance.

Access to Video Records

1. Access - Board: Video surveillance access & records shall be secured and restricted to the Board President or a Member designated by the President. Residents and Owners may not view live or recorded video.
2. Access - Law Enforcement: If access to video surveillance is requested for the purpose of law enforcement investigation due to criminal activity or potential criminal activity, pertinent footage related to the investigation shall be provided to the law enforcement officials.
3. Security / Storage: Active video records & archived video records shall be stored for 30 days after which they will be deleted.

Custody, Control, Retention and Disposal of Video Records

The Condominium has no desire or intention to retain video recordings except as required for investigations or evidence. In normal operating conditions, video surveillance footage will automatically be erased or overwritten by the recording device within the day it was recorded. Specific records relating to evidence or investigations which need to be retained, may be copied onto portable media and stored for as long as required based on the investigation type. Records requiring long-term retention may be turned over to the Condominium Property Management Company for storage and security.

Accountability

1. The Board of Managers is responsible and accountable for implementing, enforcing and monitoring the deployment, use and viewing of all video surveillance.
2. The Board is solely responsible for deciding when surveillance footage needs to be viewed.