TORONTO STANDARD CONDOMINIUM CORPORATION NO. 2322

(the "CORPORATION")

VIDEO CAMERA USAGE POLICY

Effective Date: **March 23, 2022**

Purpose

This policy outlines the standards for installation and use of video cameras on the condominium property. These cameras are used (i) for preventative purposes, (ii) as an investigative tool to address damage/loss of assets as well as security/safety issues and (iii) to monitor and investigate allegations regarding compliance with the *Condominium Act*, *1998* (the "**Act**"), the Declaration, the by-laws and the condominium rules. This policy was created to protect owners, residents, guests, employees and contractors on the property as well as their assets.

Policy

Location of Video Cameras

Visible video cameras and/or wall or ceiling mounts containing video cameras may be affixed to record activity at building and property entrances and within common areas, including elevators and the recreational facilities, as well as in some select private building maintenance areas. Video cameras will not be used in areas where a reasonable expectation of privacy exists (ie. washrooms, change rooms).

Signage

Visible signs are to be posted at all entrances to the building announcing the use of video cameras at the entrances and in the common areas and at the entrance point of any other area in which cameras capture images.

Recording of Images

Images of activity will be recorded and archived on secure servers and will only be accessed by authorized personnel for purposes of system maintenance and securing of archived image records to other media upon direction from the Corporation.

Archiving and Viewing Images

(a) Images will be archived for a minimum period of 30 days and a maximum of 45 days, and then automatically purged unless there is a specific documented need to retain the image longer. Retention timelines will be reviewed periodically by the Board of Directors to ensure the appropriateness of existing retention periods;

(b) Archived images will only be accessed and viewed by authorized personnel and only in the event of damage or an asset loss incident, in the event of an incident compromising the safety of owners, residents, employees, contractors or guests, or pursuant to a legitimate request for access made by an individual or public safety authority;

(c) Authorized personnel means Building Security or delegates of Building Security or the Condominium Manager;

(d) Camera images may be live monitored by Building Security at any time;

(e) Any access and review of archived images will require the documented approval of the Condominium Manager or as otherwise required by law.

Individual Access

Subject to certain exceptions, individuals will generally be allowed to view any image archives of themselves. The individual requesting to view any image archives must provide the Corporation with a formal request on the Ministry standardized forms and in accordance with the Act. The Corporation (and/or any authorized personnel) will thereafter review the image archives and respond to the request in accordance with the statutory timelines prescribed by the Act and advise the requester whether or not the image archives will be produced and an estimate of the costs, if any (the "**Corporation's Response**"). The Corporation may charge a reasonable fee for any actual costs incurred with respect to the request (including, *inter alia*, any time spent reviewing the image archives and any redaction of personnel information relating to individuals other than the requester, if applicable). Individuals who request a CD/DVD and/or USB of images of themselves will be charged an additional administrative fee.

The Corporation will release copies of the images free of charge in response to a reasonable, written request from law enforcement authorities and documented approval from the Board of Directors.

Contact Person Any questions about this policy may be addressed to the Condominium Manager at: manager@kingwestliberty.com or 647-347-2873.