

## License Plate Camera Data Policy

The LCPOA is installing license plate recognition and surveillance cameras within the community. This policy covers the collection, review, and dissemination of the data produced by these systems.

The purpose of the camera installations is to improve the security and safety of the LCPOA residents. The cameras continuously produce the following types of data:

Video Surveillance Overview

License Plate Information

Date, Time, and Speed, associated with the License Plate

This information is being collected to provide law enforcement with sufficient information to investigate and prosecute anyone breaking the law within the LCPOA. It is NOT being collected for review by LCPOA personnel. Accordingly, the data recorded will be reviewed only for the purpose of filtering out that data requested by law enforcement.

The filtering of the data to provide law enforcement with the data they request may only be done by one of the following:

The LCPOA Security System Consultant

The Community Manager from the LCPOA Management Company

The President of the LCPOA

The recording systems are set to automatically overwrite the recorded data approximately every 30 days. Data from the systems shall not be stored by the LCPOA. Once data is turned over to law enforcement, any/all copies shall be destroyed.

In order to follow and preserve the proper chain of custody for the data provided, the following procedure shall be followed:

1. LCPOA Manager receives the request for data from local law enforcement.
2. LCPOA Manager contacts Security System Consultant and provides law enforcement contact information.
3. Security System Consultant arranges meeting with law enforcement AT LCPOA camera location.
4. Data requested by law enforcement is copied onto a portable drive and provided on the spot.
5. Security system Consultant emails LCPOA Manager to notify that transfer has been completed.

ADOPTED MAY 1, 2019