

Victoria Hindu Parishad and Cultural Center

PRIVACY POLICY

Video Surveillances Camera

**Version 1.2
December 20, 2016**

1934 Cultra Ave. Saanichton, B.C, V8M 1L7, (250)652-6626
www.VictoriaHinduTemple.Com

Through this document, the Victoria Hindu Parishad and Cultural Center (VHPCC) board assumes responsibility of operating video surveillance camera within the VHPCC premise, adopt the privacy policy of the VHPCC and appoint the Privacy Officer of the VHPCC.

1. Purpose

- a. The purpose of this document is to define the Privacy Policy for video surveillance of the Victoria Hindu Parishad and Cultural Center, hereby referred to as the VHPCC.
- b. The VHPCC is a religious and cultural center, which cater the services for its followers in the community on Vancouver Island. The center operates out of 1934 Cultra Avenue, Saanichton, BC, V8M 1L7.
- c. The premise is open at fixed times every day and the premise stays locked for the rest of the time. Given the need for securing the premise from theft, unauthorized entry, vandalism, arson etc., there is a need to install video surveillance cameras for security. The video cameras are strictly authorized for security of the premises and its assets only.
- d. The video surveillance is carried out through 4 motion cameras installed at
 - i. Front gate at the fence
 - ii. Dining hall entrance at the patio
 - iii. Back of the temple overlooking gravel parking and the gate
 - iv. Temple altar overlooking the deities

The video cameras record motion only. There is no audio recording.

2. Consent

- a. The approval of this privacy policy, by the members, through a motion in the board for the safety and security of the temple and its assets.
- b. There shall be visible signage displayed to indicate video surveillance within the premise. By entering the premise, the members and the visitors provide implicit consent to be video recorded.
- c. The consent of legal guardians of the minors shall be deemed sufficient for the purpose of this policy.
- d. The members, through a Special General Meeting (SGM) as laid out in the VHPCC constitution bylaw 3. (2), can invoke their explicit consent.

3. Collection, Storage, Disclosure and Retention

- a. The collection of recording shall be strictly for security of the premise or as required by applicable federal and provincial laws or by law enforcement agencies. The recordings can be used for protecting an individual(s) or assets by appropriate authority.
- b. The recordings shall be stored on a hard disk drive which shall be password protected and kept under lock and keys. The recordings could be viewed by the Privacy Officer as deemed necessary. The access to the camera equipment storage shall be restricted only to authorized personnel, namely the Privacy Officer, the President or its representative, for viewing the information, safe storage of the information, destruction of the stored information and servicing of the equipment either by authorized personnel and/or authorized technicians.
- c. Unauthorized access shall terminate access of above mentioned individuals to the equipment and the President, the Privacy Officer, a representative of the Trustees and/or a representative of the membership shall delete all the information stored under retention. They shall document the security breach and retained in the archives for 3 years.
- d. The data retention period of 15 days in the storage devices will automatic override.
- e. The membership shall have the right to request access to the recorded information of self and/or minors under their legal care only, in writing to the President and/or the Privacy Officer with appropriate reasoning. The incident will be recorded with appropriate information (time & day, reason, person requested, person reviewed) in log book.

4. Appointment of the Privacy Officer

- a. The President and the board shall appoint a Privacy Officer to oversee safe and smooth operation of the camera equipment
- b. The Privacy Officer shall be responsible to update the privacy manual as applicable and shall ensure that the Privacy Policy is effectively implemented.

- c. The Privacy Officer shall act as a liaison between the President, the board, the Trustees and the membership. He/she shall act as a liaison between the VHPCC and the provider of technical support for the camera equipment.
- d. The Privacy Officer shall be responsible for proper maintenance of the equipment, visible signage and record documentation.
- e. The President, the Privacy Officer and a representative of the Trustees shall conduct annual review of the Privacy Policy to ensure effective implementation.
- f. The President and/or a representative of the Trustees shall act as the Privacy Officer in the absence the Privacy Officer.

5. Amendments to the Privacy Policy

- a. Except the purpose of the use of the video camera surveillance, the President and the board shall amend the Privacy Policy as and when deemed necessary.
- b. Any policy changes, except the purpose of the use, shall be communicated to the membership.
- c. The membership shall approve any changes to the purpose of the use of currently installed camera either during the annual general meeting or through the special general meeting.

6. Exception to the Privacy Policy

- a. All standard exceptions as prescribed under the Personal Information Protection and Electronics Documents Act (PIPEDA) and/or other applicable federal and provincial acts apply to this Privacy Policy.
- b. All standards under the provincial act that covers personal information (the *Personal Information Protection Act*) apply to this policy.
- c. The contact person in case anyone has questions about the policy will be address to the Privacy officer appointed by the President of VHPCC. The Privacy officer is Mukesh Kashyap, kashyapm@yahoo.com