

Avalon Arena Association

Twin Rinks - Video Surveillance Policy

Date: March 6, 2017

1.0 Purpose/Reason for the Policy

The purpose of this policy is to regulate the use of video surveillance and recording at Twin Rinks. Information obtained through video surveillance will be used exclusively for security and law enforcement purposes, which must relate to:

1. The deterrence or detection of criminal activity, including theft, vandalism, or other property damage.
2. Protection of employees, patrons, and guests.

2.0 Policy Statement

Video surveillance of Twin Rinks will be conducted in a professional, ethical and legal manner, in accordance with the following principles:

1. Video surveillance will be used only where it is demonstrably necessary for the purposes of enhancing the safety of persons, or for the deterrence of theft or destructive acts, such as vandalism.
2. Signage will be maintained at the entrances of Twin Rinks Rink 1 and Rink 2 to inform those entering the facility that video surveillance equipment is in use.
3. Information collected using the video surveillance system will be maintained in a secure location not accessible to the public.
4. Employees will have access to information collected through video surveillance only where necessary in the performance of their duties and in accordance with the provisions of this Policy.
5. Employees required to have access to the video surveillance system will be provided proper training and orientation with regards to this policy and their obligations under this policy and will provide written acknowledgement that they have read and understood the contents of this policy.
6. All recorded information shall be destroyed after three months excepting information specifically awaiting review by law enforcement agencies, information seized as evidence, or information that has been duplicated for use by law enforcement agencies.
7. Reception equipment locations and recordings shall be limited to visual access of areas where there is no reasonable expectation of privacy.
8. Requests to view information collected using the video surveillance system will be directed to the Chairperson or Vice-Chairperson of the Facilities Committee of the Avalon Arena Association.

9. Review of information collected on the video surveillance system requires the approval of the Chairperson or Vice-Chairperson of the Board of Directors of the Avalon Arena Association in concurrence with the Chairperson of the Facilities Committee.
10. A live video terminal will be maintained in the Twin Rinks lunch room for employees to monitor real-time rink activity. Historic information recorded on the video surveillance system will not be accessible from this terminal.
11. A copy of this policy will be accessible to the public on the Twin Rinks website (www.twinrinks.org).
12. The Twin Rinks – Video Surveillance Policy can be updated as required with approval of the Avalon Arena Association Board of Directors.

3.0 Responsibilities

The Chairperson of the Board of Directors of the Avalon Arena Association is responsible for determining who is authorized to use and access the video surveillance system.

Currently, the Chief of Operations and the Senior Engineer at Twin Rinks are responsible for the maintenance and operation of the video surveillance system. No other employee is permitted access to the video surveillance system.

The Chairperson of the Facilities Committee on the Avalon Arena Association Board of Directors is responsible for ensuring the video surveillance system is being operated in accordance with this policy