

# **New Braunfels Art League Security Camera Policy**

New Braunfels Art League (NBAL) seeks to provide a safe and secure environment, protect individuals and property, reduce liabilities, and otherwise support Art League activities.

## **1. Purpose**

The purpose of this policy is to regulate the use and viewing of live and recorded video. The main intent of capturing video and storing it is in cases where police and/or insurance agencies may become involved. Such instances might be triggered if:

- A. A person is injured, the video may show what occurred.
- B. Theft occurs in the galleries, classrooms, or public areas including the parking lot.
- C. Vandalism upon building, vehicles, facilities, equipment, or consigned artwork.
- D. Unauthorized building access is made during or after hours.
- E. Artwork, supplies, or other items are inadvertently moved and deemed lost. (most often)

A security camera system, as defined by this policy, is a video technology used for live views and to record activities in spaces in and around our building. These spaces include galleries, classrooms, work spaces, and common areas, such as, entrances, hallways, and stairways.

## **2. Scope**

Security camera systems must not be installed in areas where there is a reasonable expectation of privacy. These areas include, but are not limited to restrooms and studios  
In addition:

- A. Security camera systems must not be used for audio recording, per state law.
- B. Hidden cameras are not acceptable and all placements shall be obvious to the casual visitor.
- C. Signage warning of camera surveillance is not required by law nor desired.

## **3. Operator Roles and Responsibilities**

Access to camera systems will be strictly controlled. The authorized users or operators of security camera systems must have been assigned that responsibility by the NBAL Executive Board and/or NBAL Technology designee. Once authorized, operators are responsible for the installation, management, operation, maintenance, and use of security cameras.

Operators must receive a copy of this policy, and must acknowledge in writing that they will comply with this policy, and all applicable laws.

All new installations of security cameras after the effective date of this policy must be in compliance with the terms and conditions of this policy.

## **4. Live Viewing of Cameras**

The live viewing of selected gallery cameras (9) are displayed on the docent desk and workroom/kitchen as a deterrent to theft. Remote live viewing of all cameras shall be restricted to designated Board Members and designated Technology members.

## **5. Recorded Images Retention, Access, and Release**

Security camera system operators are responsible to appropriately protect the privacy of personal information that may have been captured by cameras under their control.

All recorded images generated by security cameras must be stored in a secure manner

and retained for a minimum of 30 days unless there is an active case .  
Security camera systems operators must maintain a current log of all instances of access to and release of recorded material.

Access to recorded materials will only be granted to NBAL authorized Board Members, authorized Technology Members, police and insurance investigators if a case is active.

## **6. Enforcement and Consequences**

Responsibility for enforcement and consequences resides with the New Braunfels Art League Executive Board in coordination with the Technology Team leader and Team members.

Failure to comply with this policy may result in serious action including:

Immediate removal from your position

Revocation of all organizational privileges and access

Recovery of NBAL property through formal demand

If an individual knowingly withholds NBAL digital assets or refuses to provide required access, the organization may pursue all remedies available to recover it's property including legal action.

## **7. Monitoring Compliance**

Designated NBAL Board members may authorize unannounced reviews of cameras recordings, and related records covered by this policy to monitor compliance. In such cases, NBAL Board member must submit to the Executive Board a written After Action Report stating cause for review and results of the review.

## **POLICY ADOPTION**

This policy becomes effective upon approval by the Board of Directors.

This policy should be reviewed annually and approved by each new Executive Board.

Signing below acknowledges that you will comply with this policy, and all applicable laws.

President

1<sup>st</sup> VP Gallery

2<sup>nd</sup> VP Jury/Shows

3<sup>rd</sup> VP Publicity

Parliamentarian

Secretary

Treasurer

Assistant Treasurer

President Emeritus

Technology Leader

Date:

**Camera Information:**

Camera Make and Model: Ubiquity Inc.

9 - G6 Turret, 4 - G6 Bullet, 4 - G6 Instant, G6 180, AI Theta, G6 PTZ, Doorbell Lite

Camera Resolution: 4K

Color or Black/White Video: Both

Audio Capable: Muted

Will Audio Be Used: No

Night Vision Capable: Yes

Remote Viewing Capable: Yes

**NBAL Authorized Operator(s):**