

# Lakeside at Ballentine

Homeowners Association

## Surveillance Camera Video Data Policy

Revised 10/30/2022

The Association limits access to the surveillance video data generated by the cameras located at the pool, the clubhouse and the community entrances to a single party, the installation and maintenance contractor. Other than this contractor, who is required to access the video data in the performance of his duties, no party shall be permitted to review the recorded data without the prior approval of the Board. All requests for video data shall be submitted through the Association's management company on the attached form. Live data is not accessible to anyone.

The Association's management company is the only entity authorized to contact the surveillance camera system contractor for the purpose of retrieving video data from the Lakeside at Ballentine surveillance camera system. Requests for video data shall not be submitted to the system contractor without the prior approval of the Board of Directors.

Other than the Board and its management company or a court ordered search warrant, only law enforcement and official emergency services may request video data for incidents under their own jurisdiction. If any other entity wishes to review the video data, including HOA Members, HOA Directors, neighboring communities and passersby, they must make their request through either the law enforcement offices or the emergency services offices that have jurisdiction for their incident. Requests made by law enforcement and emergency services shall be honored and the Board shall provide the video data to them for their review as soon as practical, without previewing the recorded data.

In cases where the Board or management company has made the request in the interest of protecting the Association and its assets, the Board may appoint one of its Directors, or a committee, as its representative in: (a) reviewing any such recovered video data and (b) determining whether or not part or all of the recovered video data may be released to or may be reviewed by another party and (c) determining who will, and who will not, be permitted to receive or review portions or all of the recovered video data. Such representative shall have only the specific authority provided by the Board for the one instance.

Upon receipt of a properly completed and executed request form, the Association's management company shall submit the request to the Board for consideration. The Board shall then provide the Association's management company with the approval or disapproval to recover such video data from the system contractor and specify to whom it shall be released, whether the representative of the Board or the representative of the requesting agency.

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### Surveillance Camera Video Data Request Form

Requester's Name:	Date:
Requester's Title (and badge number):	
Department or Agency:	

Brief description of alleged incident under investigation:

Approximate time and Location of incident:

Video Start Date and time:	Video End Date and Time:
Camera location(s) capturing the event:	

Requester's designee(s) for receipt or review of video data:

Requester's Signature: \_\_\_\_\_

Send completed request form to:  
**Lakeside at Ballentine HOA, 4910 Trenholm Rd, Suite C, Columbia, SC 29206,**  
or email it to [mjs@mjsmgt.com](mailto:mjs@mjsmgt.com)