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| <b>Title: Security Camera System</b> |
| <b>Policy #: 69</b>                  |
| <b>EXPIRES: When Replaced</b>        |
| <b>ISSUED BY: Church Council</b>     |
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## 1 History

| VERSION | DATE APPROVED | UPDATED BY      | PURPOSE FOR CREATION/UPDATE                        |
|---------|---------------|-----------------|----------------------------------------------------|
| 1.0     | 9/28/26       | STEFANIE TRAKEL | ESTABLISH STANDARDS FOR SECURITY CAMERA SYSTEM USE |
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## 2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all security cameras owned, operated or controlled by St. Paul Lutheran Church on church property. It applies to employees, ministry leaders, law enforcement, congregation members and visitors. This policy does not apply to the livestream camera system.

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## 3 Policy

Church security cameras will record video only. No camera will be purchased with audio capability with the exception of the video intercom system with access control integration.

Cameras may be installed in locations where there is a legitimate safety or security purpose, including building entrances, hallways, common areas, parking lots, driveways and exterior church property. Cameras will not be installed or intentionally positioned to monitor areas where individuals have a reasonable expectation of privacy, including restrooms, private offices or neighboring private residences surrounding the church property.

Recorded video may be used for legitimate purposes including:

- Investigating suspected criminal activity
  - Investigating accidents or injuries
  - Responding to safety or security incidents
  - Protecting church property
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- Investigating unauthorized access
- Assisting law enforcement when appropriate
- Addressing insurance claims or other legitimate legal matters

Recorded video shall not be used for personal entertainment, harassment, intimidation, retaliation or other purposes unrelated to legitimate church business.

Access to recorded video shall be limited to individuals specifically authorized by the Church Council including the Church Administrator, Senior Pastor, Facilities and Grounds Staff. All users will have individual user accounts and passwords that cannot be shared.

Recorded video will be retained for a minimum of 30 days. If a recording is relevant to an incident, the church may preserve the recording for as long as reasonably necessary for the applicable purpose.

The church may provide recorded video to law enforcement or insurers when church leadership determines that disclosure is appropriate and lawful. Recorded video shall not be disclosed to members of the congregation, visitors, media, social-media users or other third parties.

The existence of a camera does not create an obligation for church personnel to continuously monitor its live feed.

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## **4 Procedure**

If a recording needs to be viewed, a staff with access to the system must be contacted.

The staff member will ensure the policy is being met before viewing and or releasing recordings.

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## **5 Forms**

None