

## Video surveillance policy

BRF Hagalunden has installed CCTV cameras in some common areas. This policy describes the motives behind this surveillance and how the recorded material may be used. The Board may decide to revise this policy as well as the extent of video surveillance.

### Background and consideration of interests

CCTV cameras have been installed due to recurring issues with damage of property, suspected criminal activity and abandonment of items in common areas creating fire hazards. The Board has therefore deemed that the safety considerations outweigh the risks, such as infringement of privacy. The Board has also deemed that the advantages of video surveillance cannot be efficiently achieved by other means.

### Placement of cameras

The CCTV cameras are located in the basement corridors in each building, ÖK and UK. In the garage there are CCTV cameras by the entry and exit driveways, as well as by the innermost wall towards the emergency exit staircase. All CCTV cameras are aimed so that they do not record what occurs outside the property or around individual apartment doors.

The CCTV cameras capture video footage, but do not record audio.

### Access to video recordings

Recorded material is kept safe at the providing surveillance company. Recordings of the CCTV cameras are stored on servers for four weeks and is then deleted. There is no real-time surveillance, thus all recorded material is only accessed in the event that an incident has occurred.

The Board does not have direct access to recorded material. It is only the property manager and staff at the surveillance company who can access recorded material.

### Requests to access video recordings

The property manager handles requests to access video recordings and determines whom else can view the recordings. This is determined on a case-by-case basis but may include directly concerned parties, the police in cases of suspected criminal offence, involved insurance company, or in exceptional cases members of the Board.

### Grounds for accessing video recordings

Recorded material may be accessed in the event of a crime where a police report has been made. Video recordings may also be accessed in cases of for example vandalism, destruction, unpermitted dumping of waste or other fire hazardous materials.

### Monitoring of necessity

This policy document shall be updated annually.

The necessity of video surveillance shall be evaluated every six months. The Board shall ensure that camera surveillance is still adequate and appropriate. If the need of surveillance has diminished or disappeared the camera surveillance shall be reduced or discontinued.