

**PISE PHOTOGRAPHY & VIDEO**

**SURVEILLANCE POLICY**

**Photography**

Professional Photographers who wish to take photos of PISE for professional purposes are required to obtain permission through PISE by notifying the Facility Manager.

We will review these on a case by case basis. The following stipulations will apply:

1. PISE has unlimited access to and use of the photos taken (photo credit will be given if requested);

2. Any publication, promotions or marketing use of photos of PISE must be cleared through PISE

prior to submission;

3. Facility use and regular work will not be interrupted by the photographer under any circumstances;

4. Requests to PISE will include a request of days, times, and locations the photographer wishes to use;

5. Any changes to facility set up for staging purposes, will be returned to normal upon completion of the shoot;

6. PISE will receive high resolution versions of the photos within 5 days of the photographers

visit.

As part of the PISE Waiver process, we ask individuals for permission to take and utilize their photograph for marketing purposes, while visiting PISE or taking part in PISE programs. If an individual does not wish to have their image captured while at PISE, they should indicate this request on their waiver form.

**Video Surveillance**

PISE has video cameras inside and outside the facility for the sole reason of protecting the safety and security of the facility, it’s users, and the equipment and resources housed at PISE.

Cameras are located in key areas throughout the building, entrances and main facilities in the building. Locations and fields of vision have been chosen to show access points to the facility as well as areas with key equipment or function to the facility’s operation.

The surveillance system will be accessed during operating hours to monitor activities in areas where staff are unable to view without footage. All PISE staff can view the footage in real-time, and Leadership personnel will have access to archived footage to view and record any suspicious activities or incidences.

PISE is committed to ensuring the privacy of our clients. As such, the following precautions are in place to guard against abuse of use of recorded images:

• The recorded images must be stored in a secure location, and access is granted only to a limited number of authorized individuals.

• Individuals have the right to access images relating to them. When disclosing recordings to individuals who appear in them, the organization must ensure that identifying information about any other individuals on the recording is not revealed. This can be done through technologies that mask identity.

• Any disclosure of video surveillance recordings outside the organization should be justified and documented.

• Recordings should only be kept as long as necessary to fulfill the purpose of the video surveillance. Recordings no longer required should be destroyed.

• Organizations must ensure that the destruction is secure.

It should provide a process to be followed in the event of inadvertent privacy and security breaches. Finally, it should provide procedures for individuals to challenge compliance with the policy.

**Our Commitment to Privacy**

At the Pacific Institute for Sport Excellence (P.I.S.E.) we respect your privacy and the confidentiality of your personal information. We are committed to keeping the personal information you share with us, whether via email, on the telephone or through our service partners, confidential. The use of such information will only be for the purpose for which it was collected. This Privacy Policy explains how the Pacific Institute for Sport Excellence and its service partners collect, use, disclose and protect the personal information we obtain.

**Protection of Your Personal Information**

We will protect the personal information we obtain about you with appropriate safeguards and security measures. We will retain your personal information only for the time it is required for the

purposes we explain or as otherwise required by law.

**Accountability and Openness to Your Privacy Concern**

If, at any time, you wish to review, adjust, or withdraw your personal information, we will record and respect your choices. Where such a decision impacts our ability to provide you with a specific

program or service, our staff will advise you of this in order to assist in your decision.