

Camera surveillance – Stockholm Makerspace

Responsibilities of the Board

- Storage
 - Ensure that the films are saved on a secure medium.
 - Ensure that the films are deleted after 90 days.
 - Exception
 - Films reviewed for any open or closed cases are stored until the next annual meeting.
 - Ensure that no audio recording occurs.
- Review
 - Ensure that no board member reviews the films without an absolute majority of the Board behind the review.
 - Ensure that no material is shared with anyone outside the board.
 - Exception
 - In the event of suspicion of a crime, the films may be shared with the relevant authorities and the persons concerned.
 - In the case of insurance matters, the films may be shared with relevant insurance companies.
 - Upon review, the films may be shared with the persons concerned.
- Document
 - Ongoing documentation of when the films have been reviewed and the outcome of the review.
 - Account for how monitoring has been used during the past year at the association's annual meeting.
- Process changes
 - This document may be revised by the Board during a regular board meeting.
 - A proposed change requires that a qualified majority (75%) vote in favor of the change.
- Revision
 - Let the association's auditor review the use of camera surveillance during their regular audit.

Process

1. A case is opened by a board member by documenting reasons for review in writing and distributing to the entire Board for a decision.
2. Decision
 - For a review to be carried out, an absolute majority of the Board must vote in favor of this at the next board meeting or in a communication channel.
3. Review
 - At least two members of the Board shall be present at the review of the material.
4. Report
 - After examination, the reviewing Board members shall submit a written report describing the results of the audit.
 - Reports are presented to the entire Board at the next board meeting.

Board members / members who violates any of the above will be suspended immediately from the association and the matter will be discussed at the next annual meeting.

