

Video/Audio Surveillance for Digital Cameras and Camcorders

Annual Surveillance Report for July 1, 2022 – June 30, 2023

1. DESCRIPTION OF HOW THE TECHNOLOGY WAS USED

ESA's Surveillance Use Policy (SUP) for digital cameras and camcorders was approved on February 28, 2023. During the reporting period, ESA's digital cameras and camcorders were used to capture images of ESA employees, as well as other County employees, participating in work events, career fairs, and other special events. Data collected includes solo and group photos of County employees during activities and staged photo opportunities. The data captured was used to support the communications to internal and external audiences in compliance with the SUP.

The ESA Communications team or designee(s) are the only staff with access to the technology and data captured by the technology. ESA's Communications Officer tracks the use of the technology with sign-out sheets to capture users of the technology, and the intended use.

Data is securely stored on ESA's Shared Drive (with restricted access) and a TSS approved external hard drive that is password protected. Unpublished data obtained in this reporting period will only be stored for a maximum of 2 years in compliance with the SUP.

2. DATA SHARING WITH OUTSIDE ENTITIES

No data was shared with outside entities during this reporting period.

3. COMMUNITY COMPLAINTS OR CONCERNS

No community complaints regarding the digital cameras and camcorders were received.

4. AUDITS AND POLICY VIOLATIONS

ESA did not have any violations to the SUP during the reporting period. ESA's Communications Officer is assigned to ensure compliance with the SUP. Applicable new hires will be provided with, and trained on, the SUP and appropriate uses of the technology by ESA's Communications Team. Additional recordkeeping is not required at this time.

5. EFFECTIVENESS IN ACHIEVING IDENTIFIED PURPOSE

ESA's digital cameras and camcorders have been very effective in their purpose. ESA's Communications Team has been able to use the technology to gather sufficient images/videos to meet the goals of sharing information internally to County employees and with our marketing strategies for external audiences.

6. PUBLIC RECORDS ACT REQUESTS

There have been no Public Records Act requests that involve data gathered by ESA's digital cameras or camcorders.

7. ANNUAL COSTS

The total cost of ESA's cameras and camcorders in FY23 was \$4,898.01 from the County General Fund.