

**Office of the County Counsel
Digital Camera**

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

1. DESCRIPTION OF HOW THE TECHNOLOGY WAS USED

The Office of the County Counsel had one digital camera stored at the Office's 70 W. Hedding Street, 9th Floor, San José location.

Office of the County Counsel staff did not use the digital camera during the reporting period of July 1, 2022, through June 30, 2023.

2. DATA SHARING WITH OUTSIDE ENTITIES

There was no data from the digital camera shared with any outside entity.

If an outside entity requests access to data from the digital camera, the Office of the County Counsel assesses the request for disclosure. Any such data sharing request from an outside entity is tracked by the Office of the County Counsel.

3. COMMUNITY COMPLAINTS OR CONCERNS

The Office of the County Counsel did not receive any complaints or notifications of any concerns regarding the digital camera during the reporting period.

In the event that a complaint or concern is submitted by a member of the public, Office of the County Counsel employees are instructed to notify the County Counsel Legal and Compliance Officer.

4. AUDITS AND POLICY VIOLATIONS

The County Counsel Legal and Compliance Officer reviews the usage of the digital camera for compliance with the Surveillance Use Policy. The Office's review of usage during the reporting period indicated that the digital camera was not used and there were no policy violations.

The Office has also implemented a check-out process for the digital camera, through its Administrative Support Officer, to track the users and purpose. Staff are provided with a copy of the Surveillance Use Policy for the digital camera at time of check-out and are required to sign a Surveillance Use Policy Acknowledgement Form to confirm they have read and understood the Policy and agree to comply with the requirements detailed in the Policy.

5. EFFECTIVENESS IN ACHIEVING ITS IDENTIFIED PURPOSE

The digital camera has not been used for the last several years, replaced by the use of County-issued mobile phones. However, the Office retains the digital camera for use by those who have a business need and do not have a County-issued mobile phone.

6. PUBLIC RECORDS ACT REQUESTS

Public records requests are tracked by the Office's Public Records Act Coordinator.

There were no Public Records Act requests for the Office's digital camera records during the reporting period.

7. COSTS INCURRED FROM JULY 1, 2022 – JUNE 30, 2023

There were no costs related to the digital camera during the reporting period. The camera was purchased several years ago and there have been no maintenance costs.