

**BOROUGH OF NEWBURG
CUMBERLAND COUNTY
RESOLUTION NO. 2018 - 005**

**A RESOLUTION OF THE BOROUGH OF NEWBURG, CUMBERLAND COUNTY,
PENNSYLVANIA, ESTABLISHING POLICY REGARDING ACCESS TO AND USE OF
VIDEO SURVEILLANCE EQUIPMENT AND DATA**

WHEREAS, the Borough of Newburg, Cumberland County, Pennsylvania (hereinafter, the "Borough") deems that the safety and security of its residents is of the utmost importance and is a high priority for Borough Council; and

WHEREAS, to that end, the Borough has caused to be installed several surveillance cameras throughout the Borough; and

WHEREAS, the data from the aforementioned cameras can be viewed remotely, or onsite in the Borough Office; and

WHEREAS, the Borough has deemed it to be in the best interest of the residents of the Borough to monitor and control access to the surveillance data.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Borough Council of the Borough of Newburg, County of Cumberland in the Commonwealth of Pennsylvania that:

1. To insure that the equipment is functioning correctly, the data from the surveillance cameras is required to be viewed on a regular basis. The Borough Secretary shall view no less than ten (10) minutes of data at least three (3) times each week.
2. The following Borough officials shall have certain permissions and privileges for viewing and accessing the data of the surveillance cameras:
 - a. Borough Secretary – Administrative Level Rights, Full permissions
 - b. Mayor - Administrative Level Rights, Full permissions
 - c. President of Borough Council - Administrative Level Rights, Full permissions
 - d. Vice President of Borough Council - Administrative Level Rights, Full permissions
 - e. Borough Council Members – User level rights, limited permissions
3. For the purposes of the Resolution the terms below shall have the following meanings:
 - a. Administrative Level Rights, Full permissions – Full access to all data and abilities the export the same for the benefit of the Borough and its residents.
 - b. User level rights, limited permissions – Only access to view live and recorded data for the benefit of the Borough and its residents.
4. Surveillance data is only to be viewed for a legitimate Borough purpose, for the benefit of the Borough, and/or the residents of the Borough.
5. A log shall be maintained by the Borough Secretary indicating, at a minimum, the date, time, and reason that surveillance data was viewed and whether that data was viewed on site at the Borough Office or remotely. It shall be the responsibility of the viewer to notify the Borough Secretary, in writing, of the applicable information to update the log.

RESOLVED this 16 day of April, 2018.

ATTEST:

BOROUGH OF NEWBURG

[Signature]
Secretary

By: [Signature]
President of Council

Examined and approved this 16 day of April, 2018.

By: [Signature]
Mayor