

# Video and Audio Surveillance Policy

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Postal Palm Springs has determined the use of audio and video surveillance is necessary to ensure the safekeeping of our customers' mail and packages and will be used to monitor and track the movement of mail and packages while stored in our facility. Our Team Members play a vital part in the processing of our customer's mail and packages, as a valued Team Members your audio and your movements will be included in the Postal Palm Springs surveillance files.

In addition to tracking and monitoring our customer's mail and packages Postal Palm Springs may use audio and video surveillance for the safety of employees, customers, company property, and company equipment. While the main purpose of the audio and video surveillance is to promote safety and security and to deter theft, Postal Palm Springs reserves the right to use audio and video surveillance footage for the purpose of monitoring employee performance, monitoring employee compliance with company policies, and workplace accident investigations.

Postal Palm Springs has installed multiple audio and video surveillance cameras throughout the facility including our work areas, retail sales floor, and mail and package holding areas. All areas subject to surveillance will be identified by signs that are clearly posted. The Postal Palm Springs audio and video surveillance cameras continually monitor the facility twenty-four hours per day seven days per week.

Access to footage will only be provided to authorized individuals on a need-to-know basis. Personal information contained on the footage shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Footage from the surveillance cameras may be kept indefinitely. Footage determined to not be necessary for storage will be magnetically erased or otherwise made permanently unreadable. Individuals who fail to follow this policy or who use surveillance camera footage inappropriately will be subject to disciplinary action, up to and including termination.

## Audio and Video Surveillance Acknowledgement Form

I, \_\_\_\_\_, acknowledge that I have received and read the Postal Palm Springs Audio and Video Surveillance Policy. I am aware that Postal Palm Springs has installed cameras that record audio and video throughout the facility. I understand this policy is meant to enhance the security of clients, employees, and company property and further understand Postal Palm Springs stores the recordings and that authorized personnel may review the footage regularly or as needed. By signing below, I acknowledge that I am aware of the Postal Palm Springs audio and video surveillance on company property.

Signature:

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Name (print):

\_\_\_\_\_ Date: \_\_\_\_\_