

## ALPR End-User Policy for Los Ranchitos Improvement Association (LRIA)

*This policy governs the Automated License Plate Recognition System (ALPR System or ALPR) operated by the Los Ranchitos Improvement Association.*

**What is it:** Automated License Plate Recognition (ALPR or LPR) captures and stores digital images of license plates, and uses character recognition to identify and store plate characters. The system creates a searchable computerized database resulting from the mobile and fixed cameras located near the intersections of Los Ranchitos Road and, respectively, Circle Road (north), Circle Road (south), Ranch Road, Glenside Way, and Red Rock Way. The ALPR system data includes license plate number as well the date, time and location when the image was collected.

**Purpose:** Identification of vehicles entering Los Ranchitos will enhance security and safety of the homeowners, residents and guests of Los Ranchitos.

**Training:** ALPR operators will receive initial training from the ALPR technology vendor (Flock Safety) on the procedure and proper use of the system prior to being granted access to the ALPR system; each user will also receive annual refresher training from the assistant director or designee.

**Access:** The Los Ranchitos Improvement Association's Security Committee will be the custodian and head administrator of the ALPR systems and its operation. The only individuals who have access and ability to query data in the system are:

Leyla Hill, President of Board of Los Ranchitos Improvement Association  
Bruce Fonarow, Security Chair of Los Ranchitos Improvement Association

All logins and queries will be stored and monitored including:

Username

Date

Time

Purpose of query

License plate and other elements used to query the system

These data points will be stored, and the two individuals specified above or their designee will also run periodic audits to ensure access was made by authorized persons for legitimate purposes.

**Information Collected:** Information collected by the ALPR system is as follows:

**For ALPR:**

License plate image captured

Vehicle image captured

License plate number

License plate state

Date

Time

Location

**Security:** We use administrative, operational, technical and physical safeguards to protect ALPR information from unauthorized access, use, destruction, modification or disclosure.

**Administrative:** Username and password protected access to the LPR system. Monitoring and auditing usage of database.

**Operational:** Training and proper use and secure practices when using LPR and its database.

**Physical:** Secure storage of computers with access to database, and secure off-site database.

**Technical:** All information is encrypted in transit from camera to cloud storage and encrypted at rest in the cloud.

In the very unlikely event of an information breach, all individuals who are believed to be affected or have their information compromised will be notified by LRIA.

**Quality Assurance:** ALPR is automated so the license plate images and details of collection are included in the system without review. Although infrequent, license plate translation may be incomplete or inaccurate. The individuals specified above or their designee will ensure accuracy and correct license plate translation errors when identified. Users will also confirm the computer translation prior to taking any action based on ALPR results.

Flock Safety, the ALPR vendor will store the data (data hosting) and ensure proper maintenance and security of data stored in their data towers. Flock Safety will also be in charge of purging data at the end of the 30 days of storage.

**Restrictions on use of ALPR Data:** Information gathered or collected and records retained by LRIA will not be sold, accessed or used for any purpose other than legitimate law enforcement or public safety purposes.

**We will only share information with:**

Law enforcement who we choose to share with, by incident and legitimate need to know, for purposes of preventing and solving crime using the Flock Safety system within Los Ranchitos.

**Data Retention:** License plates will be stored in the system for no longer than 30 days.

**Privacy:** The images stored in the system are collected from areas visible to the public where there is no reasonable expectation of privacy. License plate image and affiliated data will be purged after a 30 day period.

Questions? Contact [Iriaboard@gmail.com](mailto:Iriaboard@gmail.com)  
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