WALZER MELCHER LLP

PRIVATE POLICY REGARDING AUTOMATED LICENSE PLATE READERS (ALPRs)

1.   PURPOSE

        The purpose of the private policy is to ensure the collection, use, maintenance, sharing and dissemination of ALPR information is consistent with respect for individuals privacy and civil liberties and to comply with the provisions of California Civil Code Section 1798.90.51 et seq. This policy is available to members of the public, in writing upon request at Walzer Melcher, LLP (WM).

2.   ADMINISTRATION AND TRAINING

        At WM only Christopher Melcher havs access to the ALPR systems. Christopher received training from Nathan Shabit, security contractor, on the procedure and proper use of the system.

3.   INFORMATION COLLECTED

        Information collected by the ALPR system and WM is as follows:

        A.   License plate image captured.

        B.   License plate number.

        C.   License plate state.

        D.   Date.

        E.   Time.

4.   SECURITY

        We use technical safeguards to protect the ALPR information from unauthorized users. All information is kept electronically and is password protected and is secure from internet traffic.   In the event of any information breach WM will comply with legal obligations.

5.   RELEASING INFORMATION

        Information gathered or collected will not be:

        A.   Sold, published, exchanged or disclosed for commercial purposes.

        B.   Disclosed or published without authorization by WM.

        C.   Disseminated to persons not authorized by WM to access or use the information.

        D.   WM will not confirm the existence or nonexistence of information to any person or agency that would not be eligible to receive the information unless otherwise required by law.

We will share information with law enforcement without a subpoena when relating to a criminal investigation.

6.   <u>QUALITY ASSURANCE</u>

Collection of ALPR is automated so the license plate images and details collected are included in the system without review.

7.   <u>DATE RETENTION</u>

License plates will be stored for no longer than one year unless it is involved in an investigation.