

## VIDEO SURVEILLANCE - POLICY -

Schools and other work sites should be safe and secure to protect individuals and property from harm.

Staff and students have privacy rights that are reduced but not eliminated while on school property. Therefore, the use of video surveillance must be carried out in a way that respects privacy rights.

The Board supports the controlled use of video surveillance systems in the School District where the benefit of improved safety and security outweighs the impact of reduced privacy.

### - REGULATIONS -

#### **1. Site Policy**

- 1.1 Each site using video surveillance systems shall prepare a site policy consistent with Board policy and the Freedom of Information and Privacy Act.
- 1.2 All staff shall receive copies of the site policy.
- 1.3 The site policy will be made available to the public upon request.
- 1.4 The site policy shall be reviewed on a regular basis.

#### **2. Camera Location, Operation and Control**

- 2.1 Cameras shall only be installed in identified public areas.
- 2.2 Areas chosen for surveillance shall be where surveillance is a necessary and viable deterrent.
- 2.3 Cameras shall not be positioned in areas where individuals have a right to expect privacy, *i.e.* washrooms, change rooms, staff rooms.
- 2.4 Cameras shall not be directed towards private property.
- 2.5 Only authorized personnel shall have access to the video surveillance equipment.

#### **3. Operational Times**

Video surveillance equipment shall be operational only at those times when it serves a useful and intended purpose.

#### **4. Protection of Information and Disclosure**

- 4.1 Security and retention of video records will be the responsibility of a designated administrator or management employee.
- 4.2 Video records shall be erased within one month unless they are being retained at the request of the school principal, district administration, an employee, a parent or a student for documentation related to a specific incident, or are being transferred to the Board's insurers. Such records shall be erased as soon as the incident in question has been resolved.
- 4.3 Disposal and destruction of video records shall be consistent with Board Policy and the Freedom of Information and Protection of Privacy Act, i.e. if the record has been used in the making of a decision about an individual, the record must be kept for a minimum of one year, as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.
- 4.3 Video monitors will be positioned in such a way as to avoid public viewing.

#### **5. Public Awareness**

- 5.1 The public shall be made aware of the existence of video surveillance by signage at visible points including all building accesses and throughout hallways where cameras are installed.
- 5.2 Signage shall identify the contact person and an address where they can be reached for further information.

#### **6. Audits**

- 6.1 The use of video surveillance shall be subject to audit at all times by both school and district administrative staff.
- 6.2 The Office of the Information and Privacy Commissioner may conduct periodic audits of video surveillance systems.

#### **7. Use of Information Collected**

- 7.1 Use of video surveillance in the District shall at all times comply with the provisions of the Freedom of Information and Protection of Privacy Act regarding the collection of information.
- 7.2 Video surveillance may be used to detect or deter crime; for inquiries and proceedings related to law enforcement; and for research, i.e. the nature of area usage, traffic patterns, or particular camera systems.

#### **8. Access to Personal Information**

- 8.1 Individuals subject to video surveillance have the right to request access to taped information under Section 5 of the Freedom of Information and Protection of Privacy Act.

- 8.2 Parents or guardians may review the segment of a record if the segment relates to a specific incident (e.g. accident or misconduct) involving their child or children, unless the review might violate the privacy of a third party. In that case, the review should not take place unless authorized by the School District Information and Privacy Coordinator.
- 8.3 An employee facing disciplinary action may authorize a union representative or other advocate to view a record involving the employee, unless the review might violate the privacy of a third party. In that case, the review should not take place unless authorized by the School District Information and Privacy Coordinator.

### **9. Improper Video Surveillance**

Video monitoring is to be carried out in accordance with this policy and regulations. The Board will not accept the improper use of video surveillance and will take appropriate action for any breach of this policy.