

# Video Surveillance Regulation

## 3420-10 | Video Surveillance Regulation

Date Approved: October 12 2010

Date Amended:

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### Use

1. Video cameras may be used to monitor and/or record.
2. Long term storage of video data must be labeled and dated.
3. Before video surveillance is introduced or expanded, a Privacy Impact Assessment Form must be provided to the Superintendent of Schools describing the circumstances that indicate the necessity of having surveillance at that location, including consideration of less invasive alternatives. Details of the request shall include:
  - background and rationale for the request;
  - description of other less intrusive alternatives already tried;
  - evidence of consultation with, and support from, the School Planning Council;
  - intended location of camera, hours of operation and area under surveillance; and
  - location of notices advising that video surveillance is in place.
4. Location of cameras at new sites shall be consistent with past practice and experience indicating areas of probable incidents such as theft, destructive acts, acts of vandalism and/or threats against personal safety in the relevant area. Areas chosen for surveillance will be those where surveillance is considered to be a necessary and viable deterrent or to apprehend the person(s) involved.
5. Video surveillance camera locations must be authorized by the Superintendent (or designate) of the School District. Any change in camera location must be authorized in the same manner.
6. Public notification signs in areas that are subject to video surveillance will be displayed in accordance with Section 3.1 below.
7. Video surveillance is not to be ordinarily used or positioned in a location where individuals have a right to expect privacy and where common sense public expectation of privacy is compromised. (i.e. change rooms, washrooms, staff rooms, private conference/meeting rooms, neighbourhood buildings and windows.) The Superintendent must authorize any exception to this on the grounds that no other supervision option is feasible, and that the need is pressing and outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

### Security/Privacy

1. Security and retention of video records will be the responsibility of authorized administrative and operations staff. All video records shall be labeled in a manner to facilitate identification and audits.
2. Only a designated employee or agent of the School District will install video cameras. Only designated employees or agents and the building administrator shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or video recordings or have access to the computer or hard drive.
3. Videotapes shall be stored in a locked filing cabinet or in a secure manner in an area to which students

and the public do not normally have access.

4. Video records shall not be edited or selectively erased. Video records are to be kept intact until totally erased, degaussed or destroyed as to remove any recorded information.
5. Tapes may never be sold, publicly viewed or distributed in any other fashion except as provided for by this policy and appropriate legislation.
6. All video tapes that are in use must be numbered and dated for identification. When tapes are erased and reused, they must be re-numbered and re-dated.

### **Notice to Students, Parents and Public**

1. The public shall be made aware of the existence of video surveillance by clearly written and prominently displayed signage at all points of building access where cameras are installed. These signs shall indicate the presence of cameras for the purpose of surveillance. Signage must include contact information of the building administrator or designated staff person who is responsible for answering questions about the surveillance system. Any exception to this, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Superintendent of Schools on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Covert surveillance may not be authorized on an on-going basis.
2. On any bus equipped for video camera operation, one or more decals advising that a camera system is in place will be displayed on the interior of the bus.

### **Viewing of Tapes**

1. Monitors used to view stored video data should not be located in a position that enables public viewing. Videotapes may only be viewed by the building administrator or the individual authorizing camera installation, by School District staff with a direct involvement with the recorded contents of the specific videotape, or by employees or agents responsible for the technical operations of the system (for technical purposes only). Search and reviewing capabilities on digital systems must be protected by password access.
2. If an employee is facing any disciplinary action, the employee may view the recording and may authorize a union representative to also view the recording. If a student is facing any disciplinary action, his parents/guardians may view the recording and may authorize his advocate to also view the recording. Such must be done by appointment and in the presence of an administrator. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in FOIPPA.
3. If criminal activity is suspected, then the video recording will be viewed by the police liaison officer.

### **Retention of Videotapes**

1. Where an incident raises a prospect of a legal action, the tape, or a copy of it, shall be sent to the Secretary-Treasurer's office and to the Board's insurers.
2. Video recordings shall be erased within one month unless they are being retained at the request of the building administrator, Board Office, employee, parent or student for documentation related to a specific

- incident, or are being transferred to the Board's insurers.
3. Video recordings retained under 5.2 above shall be erased as soon as the incident in questions has been resolved, except that if the recording has been used in the making of a decision about an individual, the recording must be kept for a minimum of one year, as required by FOIPPA.
  4. Video recording media will be destroyed when they are no longer re-usable.

## **Review**

1. The Director of Operations, in conjunction with each building administrator, is responsible for ensuring that video monitoring is to be carried out in accordance with **Policy 3420 – Video Surveillance** and these regulations and procedures.
2. The Board will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this policy.
3. The Superintendent or designate shall conduct a review at least annually to ensure that these regulation and procedures are being adhered to and to make a report to the Board of Education on the use of video surveillance in the district.