



SECTION:	Student Management and Welfare	APPROVAL DATE:
SUBSECTION:	Student Welfare	May 3, 2004
POLICY NAME:	Video Surveillance	LAST REVISED:
POLICY NUMBER:	R.SMW.G.10	May 3, 2004

1. DEFINITIONS

- 1.1 Video Surveillance: activities which involve the collection, retention, use, disclosure and disposal of personal information through a system that enables continuous or periodic video recording. It includes an audio device, thermal imaging technology, or any other component associated with capturing the image of an individual. For this policy it applies only to situations where permanent video cameras have been installed. It does not apply to instances where a specific event is recorded, or to covert surveillance.
- 1.2 Storage Device: refers to a videotape, computer disk or drive, CD ROM, computer chip or other device used to store the recorded data or visual, audio or other images captured by a video surveillance system.

2. GENERAL

- 2.1 In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident.
- 2.2 The Board will maintain control of and responsibility for the video surveillance system at all times. Any agreements between the Board and surveillance providers shall state that the records dealt with or created while delivering a video surveillance program are under the Board's control and subject to the Municipal Freedom of Information and Protection of Privacy Act.
- 2.3 Any recorded data, visual, audio or other images of an identifiable individual which qualifies as personal information is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.
- 2.4 The Director of Education is responsible for the overall Board video-security surveillance program.
- 2.5 The Physical Plant Department is responsible for management of the video surveillance system. All requests for changes of any kind or maintenance need be approved by and managed through this department.
- 2.6 The principal of a school having a video security surveillance system is responsible for the day-to-day operation of the system in accordance with policy and direction/guidance which may be issued from time to time.

3. DESIGN, INSTALLATION AND OPERATION OF VIDEO SECURITY SURVEILLANCE EQUIPMENT

- 3.1 Equipment will only be installed in public areas where video surveillance is a necessary and viable detection or deterrence activity.

- 3.2 Signage will be in accordance with the Municipal Freedom of Information and Protection of Privacy Act. As such it will provide reasonable and adequate warning that video surveillance is in effect.
 - 3.3 The equipment may be operated up to twenty-four hours, seven days a week throughout the calendar year.
 - 3.4 Video monitors used to review images shall not be in a position that enables public viewing.
4. ACCESS, USE, DISCLOSURE, RETENTION, SECURITY AND DISPOSAL OF VIDEO SURVEILLANCE RECORDS
- 4.1 Principals or vice-principals, or designates with a responsibility for safety or security, only shall have access to the images acquired through the surveillance systems except as authorized through the provisions of the Municipal Freedom of Information and Protection of Privacy Act.
 - 4.2 An individual whose personal information has been collected by a video surveillance system has a right of access to his or her personal information unless an exemption applies.
 - 4.3 Any information obtained by way of the video surveillance systems shall only be used to protect student, staff and public safety or to detect and deter criminal activity and vandalism. Information shall not be used or retained for any other purpose.
 - 4.4 Disclosure to a law enforcement agency is permissible within the Act. School officials will respond fully and promptly to a warrant.
 - 4.5 Information that has not been viewed for law enforcement, school or public safety purposes shall be retained for a maximum of thirty-one calendar days.
 - 4.6 Information that has been viewed for law enforcement or school/public safety purposes shall be retained for one year..
 - 4.7 All videos or storage devices which have been retained must be dated with the times of use and stored securely.
 - 4.8 Storage devices no longer of use must be disposed of in such as way that personal information cannot be reconstructed or retrieved.
5. TRAINING
- 5.1 Where applicable and appropriate, the policy and guidelines will be incorporated into training and orientation programs of the Board and its operators.