

# VIDEO SURVEILLANCE

## Background

Maintaining a safe and secure learning environment and protecting Division property may be achieved through the limited use of video surveillance systems on Division property. Such use shall comply with all federal and provincial legislation and regulations.

## Procedures

1. Video surveillance systems may be used to monitor and record activity that occurs on Division property.
2. The Superintendent and/or Principal shall be responsible for video surveillance practices.
3. Video surveillance systems may be placed in areas where:
  - 3.1 Surveillance has proven to be necessary as a result of prior property damage or related security incidents.
  - 3.2 Upon reasonable grounds, surveillance is deemed to be a viable deterrent to property damage and security incidents.
4. Video surveillance systems in areas outside of school buildings shall only be positioned where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises.
5. Video surveillance systems shall not be directed to look through the windows of adjacent buildings.
6. Video surveillance systems shall not be used to monitor areas where individuals have a reasonable expectation of privacy, including change rooms, washrooms and private meeting and conference rooms.
7. Signage advising of video surveillance practices shall notify individuals of:
  - 7.1 The areas in which surveillance is conducted;
  - 7.2 The specific purpose for the surveillance;
  - 7.3 The hours during which surveillance is conducted;
  - 7.4 Contact information regarding a source of additional information about the video surveillance systems.
8. Video surveillance and the resulting recordings may be used for:
  - 8.1 Inquiries and proceedings relating to law enforcement;
  - 8.2 Inquiries and proceedings relating to administrative procedure adherence;

- 8.3 Deterrence; and
  - 8.4 Student discipline.
9. Only the Superintendent, Principal or their designates shall have access to video surveillance equipment and recordings.
    - 9.1 A log shall be maintained for all episodes of access to, or use of recorded material.
  10. All video recordings not in use shall be securely stored in a locked receptacle.
  11. All video recordings that have been used for the purpose of this administrative procedure shall be numbered, dated, and retained according to camera site.
  12. The individual responsible for enforcement of video surveillance practices must authorize access to all video records.
  13. Any and all records containing personal information which has been used to make a decision that directly affects an individual shall be retained for a minimum of one (1) year. All other records shall be retained for thirty (30) days.
  14. Upon request, video/audio recordings may be released in conformation with the provisions contained in the Freedom of Information and Protection of Privacy (FOIPP) Act, and any rules or regulations thereunder.
  15. All video recordings shall be disposed of in a secure manner. Tapes shall either be shredded, burned or degaussed.
  16. Recordings shall not be disclosed except in accordance with this administrative procedure. Disclosure of video records shall be on a need to know basis, in order to comply with the safety and security of students, protection of Division property, deterrence and the prevention of criminal activities and the enforcement of school rules.
  17. An individual who is the subject of video surveillance has the right to request access to the recording in accordance with the provisions contained under the Freedom of Information and Protection of Privacy Act. Access in full or part may be refused on any of the grounds set out within the legislation.
  18. The Superintendent will review the effectiveness of the video surveillance on an annual basis.
  19. These procedures do not apply to covert or overt surveillance equipment being used by or on behalf of the Division as a case specific investigation tool for law enforcement purposes, where there is a statutory authority and/or the authority of a search warrant to conduct the surveillance.

Reference: Section 20, 60, 61, 113, 117 School Act  
Freedom of Information and Protection of Privacy Act

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