

**Video Surveillance****Policy No. 402.10R****REGULATIONS**

Consideration and subsequent approval of the use of video surveillance equipment may only be granted when there is evidence that human supervision is either impractical or has been shown to be ineffective and that video surveillance is likely to be effective for its stated purpose.

Video surveillance procedures must be respectful of issues of protection of privacy and security for all students, staff and visitors in the building. Subsequent use of any video images that have been captured must occur in accordance with the *Freedom of Information and Protection of Privacy Act*.

**1. Procedures:**

- 1.1. Any request to install, expand or maintain video surveillance technology on School District property will be reviewed by the Board's management team to ensure that guiding principles and procedures have been followed. A Privacy Impact Assessment will be undertaken. Details of the request shall include:
  - Background and rationale for the request;
  - Description of other less intrusive alternatives already tried;
  - Evidence of consultation, if appropriate, with stakeholder groups as well as evidence of a sufficient level of support;
  - Intended location, hours of operation and area under surveillance;
  - Procedures and timelines for storing and retrieving recordings;
  - Procedures for taking action based on video images related to incidents;
  - Location of notices advising that video surveillance is in place; and,
  - Impact on students and personnel.
- 1.2. Once the request is granted, appropriate notice shall be given to parents, students and/or employees. Notices will be posted and should include contact information for the person who can answer questions about the surveillance system. Notices can be sent home to parents in school newsletters, and signs should be placed on buses where video cameras are installed.
- 1.3. Only supervisory staff and designated staff shall have access to the cameras or the recordings.
- 1.4. Recording media shall be stored in a secure manner within the appropriate department office.
- 1.5. Recordings will be kept intact until totally erased or destroyed.
- 1.6. Recordings will only be reviewed as part of a follow-up to a specific incident by designated school or district administration.

- 1.7. A clear record of the purpose for retaining any specific recordings will be written and kept on file in the department and will include who is allowed to view the file and the purpose for which it is to be used.
- 1.8. All recordings shall be erased within (30 days) except:
  - Where an incident raises the prospect of a legal claim by or against the School District, the recording, or a copy of it, shall be sent to the Secretary-Treasurer's office upon request.
  - Where the Superintendent of Schools, Principal/Vice Principal, other supervisory staff, student, parent/guardian or teacher has requested that the recording be held relating to a specific incident that has not yet been resolved.
  - Where the recording has been used in the making of a decision about an individual, in which case the recording 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.
- 1.9. At least one week prior to the scheduled erasure of a recording, a request for extension can be made to the management team through the Superintendent of Schools. This request should include:
  - The reason for the extension;
  - The impact and success of the action to date;
  - Stakeholder support for the extension where appropriate;
  - Other actions being contemplated; and,
  - Length of time extension is being requested.

## 2. Access

- 2.1. Pursuant to the rules and restrictions of the *Freedom of Information and Protection of Privacy Act*, parents/guardians may request to view a segment of a recording that includes their child(ren). This must occur in the presence of a Principal/Vice Principal or supervisory staff.
- 2.2. Students may view segments of a recording relating to themselves, if they are capable of exercising their own access to information rights under the *Freedom of Information and Protection of Privacy Act*. This must occur in the presence of a Principal/Vice Principal or supervisory staff.
- 2.3. Viewing may be refused or limited where it would be an unreasonable invasion of a third party's personal privacy, where it would give rise to concern for a third party's safety, or where there is any other ground recognized under the *Freedom of Information and Protection of Privacy Act*.