

Procedure Title	Video Surveillance		
Date of Issue	June 17, 2003	Related Policy	BP 6815-D
Revision Dates	January 20, 2007	Related Forms	
Review Date		Originator	System Administrative Team
References			
Guidelines for Using Video Surveillance Cameras in Schools IPC, December 2003 Niagara Catholic District School Board "Video Security Surveillance" policy and guidelines			

Procedure:

Rationale:

Video surveillance involves the collection, retention, use, disclosure and disposal of personal information. These activities must be in compliance with the Ontario Municipal Freedom of Information and Protection of Privacy Act. Under the authority of the Director of Education, designated Bluewater District School Board on site personnel (principal or designate) will maintain control of and responsibility for the video surveillance system at all times.

Bluewater District School Board's video surveillance procedure has been modeled on the *Guidelines for Using video Surveillance Cameras in Schools* issued by the Information and Privacy commission/Ontario, dated December 2003.

Procedure:

General

1. Use of Video Surveillance Equipment is only one resource that is used by Bluewater District School Board at selected schools or work sites to promote safety of students, staff and community members. The recorded information will be utilized only to assist the investigation of a reported incident.

Collection of Personal Information Using a video Surveillance System

2. Collection of information through visual, audio or other images of an identifiable individual is considered personal information under the *Municipal Freedom of Information and Protection of Privacy Act*. The Board will be required to determine under section 28(2) of the municipal Act if it has the authority to collect this personal information. Under this section it states that "no person shall collect personal information on behalf of an institution unless the collection is expressly authorized by statute, used for the purposes of law enforcement or necessary to the proper administration of a lawfully authorized activity". The Board must be able to demonstrate that information collected through the use of video surveillance equipment is authorized under this provision of the Act.

Considerations to be Evaluated Prior to Using Video Surveillance Systems

3. The following issues will be considered and evaluated prior to determining if a school or facility will be implementing the use of video surveillance.

- a) A video surveillance system should be considered only after all other measures of deterrence or detection have been considered and rejected.

Video surveillance should be used only after it has been determined that conventional methods of maintaining a safe and secure environment (i.e. patrols, hall monitors) have proven that they do not provide the level of safety that is required.

- b) Verifiable and specific reports must exist prior to the installation of video surveillance equipment (i.e. specific reports of incidents, vandalism, etc.)

Design, Installation and Operations of Video Security Surveillance Equipment

- 4. In designing, installing and operating a video security surveillance system, the Administration will consider the following:

- a) Reception equipment will be installed only in identified public areas where surveillance is considered necessary to ensure the safety of staff, students and school property. The equipment will operate up to 24 hours/seven days a week, within the limitations of the system capabilities (e.g. digital, tape), power disruptions and serviceability/maintenance.
- b) The system will monitor only those spaces that have been identified as requiring video surveillance.
- c) Equipment will not be set up to monitor the inside of areas where the students, staff and the public have an expectation of privacy (e.g. change rooms and washrooms).
- d) Signs will be prominently displayed at the entrances, exterior walls, and/or the interior of buildings having video security surveillance systems. This signage will provide students, staff, and the public reasonable and adequate warning that video surveillance is in effect. The signs will be in compliance with the notification requirements under section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, which includes informing individuals of the legal authority for the collection of personal information; the principal purpose(s) for which the personal information is intended to be used and the title, business address and telephone number of someone who can answer questions about the collection.
- e) The administration will provide information to the public on the rationale for the video surveillance. When a video surveillance system is installed at a school location the administration will send out a letter (see appendix A) informing the parents/guardians or adult student of the installation.
- f) The reception equipment will be accessible only by authorized personnel (the principal or designate) in accordance with Board policy. Video monitors will not be in a position that enables public viewing.
- g) Each school that has installed a video surveillance system will adhere to a strict maintenance program, that includes image refocusing and lens cleaning. Video equipment should be checked three times per year to ensure that video cameras and recording equipment are operating properly.

Access, Use, Disclosure, Retention, Security and Disposal of Video Security Surveillance Records

- 5. Any information obtained by way of video surveillance systems may be used only for the purposes as stated in the rationale of the Board's policy. The stated reasons are: ensuring the on-going safety of students; promoting a safe environment; controlling vandalism and theft of school property.

Video surveillance systems create a record by recording personal information, and to protect that information the following process will be followed:

- a) All tapes that are not in use shall be stored securely in a locked and secure location. Any tape that has been used by authorized personnel will be dated and labelled with a unique, sequential number or other

verifiable symbol. A log will be maintained to record all instances of access to and use of recorded material.

- b) Procedure for the retention of recorded information include:
- Only the principal or designate (designated by name and position e.g. vice-principal) may review the information. Circumstances, which would warrant review, will normally be limited to an incident that has been reported/observed or to investigate a potential crime.
 - The retention period for information that has not been viewed for law enforcement, school or public safety purposes shall be fourteen calendar days. Recorded information that has not been used in this fashion is to be routinely erased every fourteen days in a manner in which it cannot be reconstructed or retrieved. The retention periods for videotape systems are to be clearly documented at those schools/facilities having them.
 - When recorded information has been viewed for law enforcement or school/public safety purposes the retention period shall be one (1) year from the date of viewing **or for one year from the date of resolution of the incident.** If personal information is used for this purpose, section 5(1) of Ontario Regulation 823 under the Municipal Freedom of Information and Protection of Privacy Act requires the information to be retained for one year.
- c) The Board will store and retain storage devices required for evidentiary purposes until the law enforcement authorities request them. A storage device release form will be completed before any storage device is disclosed to appropriate authorities. The form will indicate who took the device, under what authority, when this occurred, and if it will be returned or destroyed after use. This activity will be subject to audit.
- d) Old storage devices must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved. Disposal methods could include shredding, burning or magnetically erasing the personal information. A record of the date of disposal of each old storage device is to be maintained in a log.
- e) Individuals whose personal information has been collected by a video surveillance system have the right of access to his or her personal information under section 36 of the Municipal Freedom of Information and Protection of Privacy Act. Access to an individual's own personal information may be granted in whole or in part, unless an exemption applies under section 38 of the Municipal Act. Access to an individual's own personal information in these circumstances may also depend upon whether any exempt information can be reasonably severed from the record.
- f) Any inadvertent disclosures of personal information shall be reported immediately to the Director of Education who will respond based on direction provided by the Co-ordinator of Freedom of Information.

Training

6. Where applicable and appropriate, the policy and guidelines will be incorporated into training and orientation programs of the Board. Training programs addressing staff obligations under the Act shall be conducted as necessary.

Auditing and Evaluating the Use of a Video Surveillance System

7. The use of security video surveillance equipment will be subject to regular audits. The audit will address compliance with the Board Policy and the Administrative Procedure. Any deficiencies or concerns identified by the audit will be addressed immediately by administration. Employees should be aware that their activities are subject to audit and that they may be called upon to justify surveillance interest in any given individual. The video surveillance system will be regularly reviewed through the Board's three year cyclical review process to determine if the video surveillance program is still justified.

APPENDIX A (AP 6815-D)

Dear Parent/Legal Guardian/Adult Student;

In an attempt to ensure the on-going safety of students, the promotion of a safe environment and to control vandalism and theft of school property it has been determined through careful analysis that the best method to provide this is through the installation of a video surveillance system.

The system will be installed and monitored in accordance with Board Policy BP 6815-D and Administrative Procedure AP 6815-D. Reception equipment for the video surveillance system will be located in public areas of the school only and will be clearly identified through the use of signage; they will not be located in areas such as washrooms or change rooms, where there is a higher expectation of privacy.

Access to the equipment will be strictly prohibited to unauthorized personnel. Tapes will be reused on a bi-weekly basis unless a tape must be viewed. If a tape is viewed to assist in resolving a security or safety issue the tape will be kept in a locked secure area for a one year period **from the date of resolution of the incident**. After the one year period the tape will be destroyed in a safe and secure manner such as shredding, burning or by magnetically erasing the personal information.

Respectfully,

Principal of the School

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, the authorization for the collection of this information is the Education Act. This information is being collected to promote a safe and secure school environment for the school community. The users of this information are the principal or designate or law enforcement personnel in the case of reported incidents that would require an investigation. The video will be reviewed only by authorized personnel and will be maintained in a locked and secure area. Inquiries concerning this collection may be made to the principal of the school.