

Administrative Procedure 181

VIDEO SURVEILLANCE

Background

The Division recognizes its responsibility to provide a safe environment, to protect Division property from theft and/or vandalism, and to address student behavior. Video monitoring may be used on Division property, including school buses, to monitor safety and security of individuals and property in accordance with these procedures.

Procedures

1. Notification

- 1.1 Video monitoring notification signs will clearly notify users of the area of monitoring.
- 1.2 Students, parents, and all staff will be informed at the beginning of the school year, and as necessary during the school year, that video surveillance will be used and that video recordings may be used by administration as evidence.
- 1.3 Recordings will not be disclosed except in accordance with this procedure.

2. Location

- 2.1 Video camera locations must be authorized by the Division Occupational Health & Safety (OH&S) Advisor.
- 2.2 Only a designated agent of the Division will install video cameras.
- 2.3 Video cameras will be positioned in areas where it is necessary to assist in the provision of the personal safety and/or to monitor behavior.
- 2.4 Video cameras will not be used to monitor areas where there is a reasonable expectation of privacy, including change rooms/washrooms and/or private conference/meeting rooms. Cameras will not be directed to look through windows of adjacent non-Division buildings.

3. Access/Use

- 3.1 Only individuals authorized by the Superintendent or designate will have access to the video information collected.
- 3.2 The Principal/Site Administrator and OH&S Advisor will be responsible for reviewing the use and security of monitoring cameras, including monitors and video recordings.

- 3.3 Video recordings of student(s) or staff may be used as evidence in any disciplinary action brought against an individual arising from conduct on or about Division property or with regard to student transportation.
 - 3.4 Video recordings of student(s) and driver(s) on Division buses may be used for disciplinary actions against drivers in specific identifiable instances.
 - 3.5 Video recordings of student(s) and driver(s) on Division buses may be used for insurance purposes.
 - 3.6 Video recordings may be used to detect or deter criminal offenses. They may also be used for inquiries and proceedings relating to law enforcement, research, deterrence, and discipline.
 - 3.7 Video recordings may be released to third parties or applicants in conformance with the provisions contained in the *Protection of Privacy Act*, and any rules or regulations thereunder.
 - 3.8 Video monitoring will not be used for other purposes unless expressly authorized by or under an Act or under an enactment.
4. Protection of Information, Disclosure, Retention and Disposal
- 4.1 All video recordings will be securely stored in a locked area at that respective site and viewed only through authorized access.
 - 4.2 A Video Surveillance Recording Access/Release Form will be completed before any recording is disclosed to or accessed by a third party. This record is to include information as to the name of the individual, date of the access/disclosure, and, if applicable, when the recording will be returned, and/or if the recording is to be destroyed.
 - 4.3 Access to personal information: An individual requesting to view a video recording of themselves, their child, or their employee may be allowed to do so in the presence of an administrator or the OH&S Advisor and in accordance with the *Protection of Privacy Act*. Viewing may be refused or limited where it is deemed that it would be an 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 the *Protection of Privacy Act*.
 - 4.4 If the video recording has been used to make a decision that directly affects an individual, the recording will be retained for at least one year from the date of the decision, otherwise, video recordings will only be stored on the recording device for a maximum of 60 days.
 - 4.5 All video recordings will be securely disposed of by shredding, incineration or magnetically erasing the information.
 - 4.6 Video recordings/monitors will only be viewed on a need-to-know basis and in such a manner as to avoid a public viewing.

Reference: Section 33, 52, 53, 68, 197, 222 Education Act
Protection of Privacy Act

Form: 181-1 Video Surveillance Recording Release