

VIDEO MONITORING AND VIEWING OF SURVEILLANCE CAMERAS PROCEDURES
OF SCHOOL BUILDINGS

1. **Use:**

- Video surveillance cameras may be used to monitor and/or record.
- Video surveillance camera locations must be authorized by the Principal and reported to the Buildings and Maintenance Supervisor of the school division. Any change in the current camera location must be authorized in the same manner.
- Public notification signs, clearly and prominently displayed, must be in place. Specific investigation into criminal conduct must be authorized by Senior Administration on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.
- Video surveillance equipment shall be operational only at those times when it serves a useful and intended purpose.

2. **Security:**

- Video surveillance cameras shall be installed only by a designated employee or agents of the school division. Only these employees/agents shall handle the camera or video footage.
- Video footage shall be stored in a locked facility in an area to which students and the public cannot access.
- Video footage may never be sold, publicly viewed, or distributed in any other fashion except as provided for by this policy and appropriate legislation.

3. **Viewing of Video Footage:**

- Video monitors used to view video footage should not be located in an area that enables the general public to view. Video footage may only be viewed by the Principal, Head Custodian, Buildings and Maintenance Supervisor, and Senior Administration with the exception to the following:
- Employees or agents responsible for the technical operations of the systems (for technical purposes only) will be able to view the content of the video footage.

- Students that are facing any disciplinary action, he/she may authorize his/her parents/guardians (students) to view the video footage. Parents/guardians requesting to view a segment of the video footage that includes their child(ren) may do so. Students may view segments of the video footage relating to them if they are capable of exercising their own access to information rights under the ***Freedom of Information (FIPPA)*** and ***Protection of Privacy Act (PHIA)***. Student/parent/guardian viewing must do so in the presence of the Principal of the school. Students/parents/guardians have the right to request an advocate to be present on their behalf. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the ***Freedom of Information (FIPPA)*** and ***Protection of Privacy Act (PHIA)***.
- Employees that are facing any disciplinary action, he/she may authorize union representative or other advocate (employees) to view the video footage.

4. **Retention of Video Footage:**

- Where an incident raises a prospect of a legal claim against the Board, the video footage, or a copy of it shall be sent to the Board's insurers.
- Video footage shall be erased once the camera/computer drive is full. The oldest video footage will be erased first, unless the footage is being retained at the request of the Principal, Senior Administration, employee, parent or student for documentation related to a specific incident or are being transferred to the Board's insurers.
- Video footage retained for the express purposes of a specific incident shall be erased as soon as the incident in question has been resolved, except that if the video footage has been used in the making of a decision about an individual, the video footage must be kept for a minimum of one year as required by the ***Freedom of Information (FIPPA)*** and ***Protection of Privacy Act (PHIA)*** unless earlier erasure is authorized by or on behalf of the individual.

5. **Review:**

- Each Principal of the school is responsible for the proper implementation and control of the video surveillance camera system.
- The Senior Administration of the School Division shall conduct periodic reviews to ensure that there is compliance with the policy and procedures thereof and to provide and present a report to the Board of Trustees on the use of video surveillance in the school division.
- Video monitoring is to be carried out in accordance with this procedure. The Board will not accept the improper use of video surveillance and will take appropriate action in any/all cases of wrongful use of these procedures.

6. **Signage:**

- Signage as appears below is suggested for display in any division building utilizing video surveillance equipment.

“FOR YOUR SAFETY, THIS AREA IS UNDER VIDEO SURVEILLANCE.”

Further Information is available from the school office.