

# VIDEO SURVEILLANCE

## Background

The District supports a variety of programs and practices to improve student safety and the protection of school property. The District is aware that each year significant funds from the District operation budget are spent to repair school property damaged from vandalism. The need to reduce and prevent damage to property and hazard to personnel is to be balanced with a commitment to providing a learning environment for students and a working environment for staff and others that recognizes the right to assemble and associate without undue intrusion on personal privacy.

For reasons of enhancing the safety of students and others on school premises and deterring destructive acts, the District authorizes the use of video surveillance equipment on District property, where circumstances have shown that it is necessary for these purposes and its benefit outweighs its impact on the privacy of those observed. It is not the intent of the Administrative Procedure to monitor the work of staff.

The District recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student and employee safety and that students and employees have privacy rights that are reduced but not eliminated while the students are under the supervision of the school staff. Video surveillance must be carried out in a way that respects student and employee privacy rights.

A video recording is recognized to be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

## Procedures

1. Use
  - 1.1. Video cameras may be used to monitor and/or record.
  - 1.2. Video surveillance camera locations must be authorized by the Superintendent. Prior to authorization, the Superintendent must consult and have approval from the affected school's parents' advisory council (PAC). Any change in camera location must be authorized in the same manner.
  - 1.3. Before video surveillance is introduced at a new site, a report must be provided to the Superintendent describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives and a District impact assessment for each surveillance area; [Form 181-1: Privacy Impact Assessment \(PIA\)](#).
  - 1.4. Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance. Notice must include contact information of the Principal or designated staff person who is responsible for answering questions about the surveillance system.

- 1.5. Video surveillance is not to be used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., change rooms, washrooms, private conference/meeting rooms).
- 1.6. Real time monitoring may take place for the purpose of identifying problems that require immediate intervention and for the safety of people on the premises. The monitor will be located in an administrative office, away from public viewing at any time and will be under the direct supervision of the Principal or site supervisor. All monitoring will comply with the Freedom of Information and Protection of Privacy Act.
- 1.7. Surveillance exceptions must be authorized by the Superintendent; these exceptions must be time-limited, specific investigations into criminal conduct where covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Other exceptions include video surveillance cameras on school buses and temporary installation of video surveillance cameras for specific purposes. These exceptions do not require the approval of the PAC.

## 2. Security

- 2.1. Video cameras will be installed only by a designated employee or agent of the District. Only designated employees or agents and the building administrator shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or video recordings or have access to the computer or hard drive.
- 2.2. Video recordings shall be stored in a locked filing cabinet or in a secure manner in an area to which students and the public does not normally have access.
- 2.3. Video recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by this Administrative Procedure and appropriate legislation.

## 3. Viewing of Video Records

- 3.1. Video monitors or computers used to view video recordings are not to be located in a position that enables public viewing. Video recordings may only be viewed by the building administrator or individual authorizing camera installation, R.C.M.P., by parents and students (clause 3.2 below), or by District staff with a direct involvement with the recorded contents of the specific video recording, or employees of agents responsible for the technical operations of the system (for technical purposes only). Search and reviewing capabilities on digital systems must be protected by password access. If an employee or student is facing any disciplinary action, he may authorize his union representative or other advocate to also view the recording.
- 3.2. Parents with a request to view a segment of a recording that includes their child/children may do so. Students may view segments of a video 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. Student/parent viewing must be done in the presence of an administrator. A student or parent has the right to request an advocate to be present. 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 grounds recognized in the Freedom of Information and Protection of Privacy Act.

#### 4. Retention of Video Records

- 4.1. Where an incident raises the prospect of a legal claim against the District, the video recording, or copy of it, shall be sent to the District's insurers.
- 4.2. Video recordings shall be erased within one month unless they are being retained at the request of the building administrator, District officer, employee, parent or student for documentation related to a specific incident, or are being transferred to the District's insurers or the R.C.M.P. Digital systems that use hard drives are to be configured so that they archive for three (3) to four (4) weeks and then loop.
- 4.3. Video recordings retained under clause 4.2 shall be erased as soon as the incident in question has been resolved, except if the recording has been used in the making of a decision about an individual, 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.

#### 5. Review

- 5.1. The Director of Facilities, in conjunction with each Principal, is responsible for the proper implementation and control of the video surveillance system.
- 5.2. The Superintendent shall conduct a review at least annually to ensure that this Administrative Procedure is being adhered to and to make a report to the Board on the use of video surveillance in the District.
- 5.3. Video monitoring is to be carried out in accordance with this Administrative Procedure. The District will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of the Administrative Procedure.

Reference: Sections 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act  
Freedom of Information and Protection of Privacy Regulation

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