

# FORT LA BOSSE SCHOOL DIVISION

TITLE – **VIDEO SURVEILLANCE**

POLICY - **CFI-R**

Cross Reference -

Resolution # - 207/17

Legal Reference -

Last Reviewed - 25/09/17

## **VIDEO CAMERA SURVEILLANCE REGULATIONS**

The Board requires that all video surveillance technology use will be carried out with, and comply with the provisions contained within the Freedom of Information and Protection of Privacy Act (FIPPA)

### **1. USE**

- 1.1 Video cameras may/will be used to monitor and/or record.
- 1.2 The Superintendent must approve video surveillance camera use and the locations of all cameras. Any change in camera location after the initial installation may be authorized through discussion with Superintendent, School Administrator, and/or Supervisor of Operations depending on camera's initial placement.
- 1.3 The Division will notify its students and staff that video surveillance will occur on Division property. Schools shall incorporate said notice in student handbooks.
- 1.4 The placement of the cameras shall be such to minimize intrusion into the privacy of individuals who may be viewed by the cameras. Cameras shall only be installed in public places. Cameras shall not be positioned in areas where individuals have a right to expect privacy, i.e. washrooms, change rooms, and staff rooms. Cameras shall not be intentionally directed towards private property.
- 1.5 The minimum number of cameras necessary to survey the area shall be used.
- 1.6 Where possible cameras will only operate at such times where they are necessary to achieve the Division's goals.
- 1.7 Videotaped evidence shall only be made available to those individuals or organizations who have a legitimate right to access the evidence.
- 1.8 Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance.

### **2. SECURITY**

- 2.1 Only the Superintendent, Supervisor of Operations, or School Administrator (or their designate) will have access to video surveillance equipment.
- 2.2 Video monitors used to view recorded images shall be in a secure location to limit public viewing.

- 2.3 Only that digital evidence which is necessary to identify offender(s) and, where applicable, provide evidence for discipline or prosecution shall be retained and all other digital evidence shall be periodically destroyed as approved by the Superintendent, Supervisor of Operations, School Administrator or their designate.
- 2.4 Recorded images shall only be made available to those individuals or organizations who have a legitimate right to access the evidence with approval from and/or in the presence of the Superintendent, Supervisor of Operations, School Administrator or their designate.
- 2.5 Recorded images will be retained for a reasonable period of time so that the individual who is the subject of the surveillance has a reasonable opportunity to obtain access to it.
- 2.6 If there has been a request for access to video surveillance footage made in the prescribed form in accordance with FIPPA, that footage shall be retained until such time as a final determination has been made as to the validity of the applicant's request.

### **3. COVERT CAMERAS**

- 3.1 Covert surveillance shall only be used in cases involving suspected criminal activity or in such other extreme cases where same is required as determined by the Superintendent in consultation with the Board and will not be used to monitor, audit, or evaluate the job performance of employees of the division.
- 3.2 Individuals involved in the covert surveillance operation or who are aware of the covert operation shall protect the confidentiality of the operation and the information obtained as a result of the operation.
- 3.3 Covert cameras will be left in place for only the period of time necessary to identify the offender(s) and obtain sufficient evidence for discipline or prosecution.
- 3.4 Following the completion of any covert surveillance period, the Superintendent, the Supervisor of Operations, and/or the School Administrator (or their designate) may, at the direction of the Board, disclose that digital surveillance was implemented, as well as the location and the time periods of the surveillance.

### **4. USE OF SURVEILLANCE IMAGES**

The Division may only use digital surveillance images:

- 4.1 for the purpose for which the information was collected;
- 4.2 for a purpose which is consistent with the purpose for which the information was collected or compiled if the use or disclosure has a reasonable and direct connection to that purpose and is necessary for performing the statutory duties of, or for operating an authorized program or carrying out an activity of, the division;
- 4.3 if the subject whose digital image has captured consents to its use;
- 4.4 for a purpose for which the digital images may be disclosed by the Division under sections 44, 46, 47, or 48 or for a use approved under section 46 of FIPPA (see (Annex 1) or for any purpose as determined by subsequent amendments to FIPPA.

**5. DESTRUCTION OF DIGITAL IMAGES**

- 5.1 Recorded images will be periodically “erased” as determined by the surveillance software. An exception to this would be images needed to support a dispute or legal action. Recorded images that are retained will be secured.
- 5.2 Provided that the time period for the retention of digital images has elapsed the Division may destroy such images.
- 5.3 The Division shall not destroy any digital surveillance images with the intent to evade a request for access under FIPPA.

