



Niagara Catholic District School Board

## **VIDEO SECURITY SURVEILLANCE**

### ADMINISTRATIVE OPERATIONAL PROCEDURES

700 – Buildings And Site

No 701.3

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In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for Video Security Surveillance.

## **PREAMBLE**

The Board strives to maintain safe and secure learning environments for students, staff and community members involved in Board authorized programs.

The Niagara Catholic District School Board supports the use of video security surveillance systems at any facility owned by the Board, if deemed necessary to ensure the on-going safety of students, staff, community members and property. The implementation of video security surveillance systems requires the approval of the Director of Education.

Surveillance equipment will be located in public access areas of schools/buildings and/or in areas where there is a demonstrated need to protect students, staff, community members and Board-owned equipment and property. Any exterior surveillance equipment will be located to monitor Board property only, and not neighbourhood areas. It is intended that the surveillance equipment will be operational at all times throughout the day and night. Video security surveillance systems complement other means being used to promote and foster a safe and secure learning environment under the *Safe Schools Act*.

School principals, or their designates, will be responsible for the use of the system equipment and for the privacy obligations under the *Municipal Freedom of Information and Protection of Privacy Act*.

Board employees and service providers will have access to the personal information collected under the video surveillance program only where necessary in the performance of their duties, and where the access is necessary and proper in the discharge of the Board's functions.

The Board recognizes its obligations under the *Municipal Freedom of Information and Protection of Privacy Act* regarding the collection, retention, use, disclosure and disposal of personal information relating to video surveillance. Any questions relating to the Board's privacy obligations under the Act must be referred to the Board's Coordinator of Information Management/Freedom of Information and Privacy.

The Niagara Catholic District School Board will maintain control of and responsibility for the video surveillance system at all times.

The Director of Education is responsible for the overall Board video security surveillance program.

## **DEFINITIONS**

**Video Surveillance System** refers to a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in school buildings and on school premises. A video surveillance system includes an audio

device, thermal imaging technology, or any other component associated with recording the image of an individual.

**Reception Equipment** refers to the equipment or device used to receive or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, audio, physical or other mechanical, electronic or digital device.

**Storage Device** refers to a computer disk or drive, CD ROM, computer chip or other device used to store the recorded data or visual, audio or other images captured by a video surveillance system.

## RESPONSIBILITIES

### ***Director of Education***

The Director of Education is responsible for the overall Board video security surveillance program.

### ***Controller of Facilities Services***

The Controller of Facilities Services is responsible for the development and review of the policy and supporting procedures along with the technical aspects of the video security surveillance systems and the coordination of related audits.

### ***Coordinator of Information Management/Freedom of Information and Privacy.***

The Coordinator of ***Information Management/Freedom of Information and Privacy*** is the staff member responsible for the Board's privacy obligations under the *Municipal Freedom of Information and Protection of Privacy Act* and privacy issues related to this policy.

### ***Administrator of Facilities Services***

The Administrator of Facilities Services is responsible for the life-cycle management of authorized video security surveillance systems (specifications, equipment standards, installation, maintenance, replacement, disposal, and related requirements (e.g. signage). Administrator of Facilities Services/Delegate are responsible for related training at Board sites.

### ***Administrator of Facilities Services/Principal***

Administrator of Facilities Services/Principal of a school/site having a video security surveillance system is responsible for the day-to-day operation of the system in accordance with the policy, procedures, and direction/guidance that may be issued from time-to-time.

## CONSIDERATIONS FOR VIDEO SECURITY SURVEILLANCE SYSTEMS

Video security surveillance systems are a resource used by the Niagara Catholic District School Board at selected schools and sites within the Board's jurisdiction to promote the safety of students, staff, and community members. Where deployed for that purpose, these systems help to protect school property against theft or vandalism and can assist in the identification of intruders and of persons breaking the law. In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident. These procedures are not intended to deal with instances where school staff record a specific school event or an isolated instance where a classroom is recorded for educational or research purposes.

The procedures do not apply to “covert surveillance”, such as, surveillance conducted by means of hidden devices, without notice to the individuals being monitored. Employees who knowingly or deliberately

breach the policy or the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* or other relevant statutes may be subject to discipline. Service providers who knowingly or deliberately breach the policy or the provisions of the Acts or other relevant statutes may be found to be in breach of the contract leading to penalties up to and including contract termination. Service contracts must be worded accordingly in order to permit such a process. Any agreements between the Board and service providers shall state that the records dealt with or created while delivering a video security surveillance program are under the Board's control and subject to the **current** Acts.

Before deciding if a school or facility warrants a video security surveillance system, the following will be taken into consideration:

- Whether less intrusive means of deterrence, such as increased monitoring by staff and after-hours security guard patrols, have been shown or are believed to be ineffective or unworkable.
- The history of incidents (e.g. intrusion, personal safety issues) occurring in the specific school/facility.
- The physical layout of the school/facility – does it permit ready access to unauthorized individuals?
- The effectiveness of a video security surveillance program in dealing with or preventing future incidents of the type that have already occurred or may occur.

Consultations should be conducted with relevant stakeholders as to the necessity of the proposed video security surveillance program at the school/facility.

### ***Notification***

The Board is required to adhere to the notification requirements of the *Municipal Freedom of Information and Protection of Privacy Act* by prominently displaying signs at the entrances, exterior walls, and/or the interior of buildings having video security surveillance systems, indicating that video surveillance is in effect. Signage must include 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.

### ***Security and Storage***

Reception equipment and storage devices shall be in a strictly controlled access area.

### ***Use of Recorded Video***

Only the Principal, Vice-Principal or designate authorized by Facilities Services may review the recorded video. Circumstances, which would warrant review, will normally be limited to an incident that has been reported/observed or to investigate a potential crime. Real-time viewing of monitors may be delegated by the Principal or authorized by Facilities Services to a very limited number of individuals (e.g. a secretary, a special event security guard).

### ***Retention of Recorded Information***

The retention period for information that has not been viewed for law enforcement, school or public safety purposes shall be thirty (30) calendar days for digital systems. Recorded information is to be routinely erased in a manner in which it cannot be reconstructed or retrieved.

When recorded information has been viewed for law enforcement, school, or public safety purposes the retention period shall be the current year plus one (1) year from the date of viewing.

## **EVALUATING THE USE OF A VIDEO SURVEILLANCE SYSTEM**

Senior Administrative Council will regularly review and evaluate its video surveillance practice at each site.

## References

- [Education Statutes and Regulations of Ontario](#)
- [Information and Privacy Commissioner of Ontario: Guidelines for the Use of Video Surveillance](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- **Niagara Catholic District School Board Policies/Procedures**
  - [Privacy Policy \(600.6\)](#)
  - [Records and Information Management Policy \(600.2\)](#)
  - [Freedom of Information Request Procedure](#)
  - [Records and Information Management Classification & Retention System](#)
  - [Notice of the Collection, Use and Disclosure of Student Personal Information](#)
  - [Privacy Breach Procedure](#)
  - [Safe and Accepting Schools Policy \(302.6\)](#)

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