

**PROCEDURE**

# Video Security Surveillance In Schools

## **Guidelines**

1. Schools will ensure that proper procedures are followed regarding disclosure, retention, disposal, and security of video surveillance records.
  - a) Disclosure

Access and disclosure of video surveillance records will be in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
  - b) Retention and Disposal
    - i. All video records or surveillance equipment not in use should be stored in a secured environment.
    - ii. All information that has not been reviewed for law enforcement, school, or safety purposes shall not be kept for more than thirty-five (35) days.
    - iii. Any video records that have been used will be stored with the date, time, and area that were recorded.
    - iv. When recorded information has been reviewed for law enforcement, school, or public safety purposes, the information must be retained and securely stored for a minimum of one (1) year following the last date of use of the information, unless the Administration determines earlier disposal is acceptable, and the individual to whom the information relates consents to earlier disposal.
    - v. The Principal/Vice-Principal(s) will be responsible for ensuring proper retention and disposal of records within the school. The Transportation Manager will be responsible for ensuring proper retention and disposal of records regarding school buses. Records will be disposed of in a manner such that personal information cannot be reconstructed or retrieved.
  - c) Security
    - i. Video surveillance information shall only be viewed by the Director of Education, or Designate, the Principal/Vice-Principal(s), the staff of the Board designated by the Principal/Vice-Principal(s), the Transportation Manager, Law Enforcement, or Information Systems staff as necessary to carry out duties in maintaining the video system.

- ii. Video surveillance information shall only be reviewed where an incident has been reported or observed, or to investigate for security a potential crime.
  - iii. The Principal/Vice-Principal(s), Transportation Manager, or Information Systems Manager will be responsible for security of video surveillance information.
2. Camera locations will be authorized by the Principal or Transportation Manager in conjunction with the Board Administration:
  - a) Cameras will be installed in areas where there is a need for surveillance (i.e., hallways, cafeterias, entryways, outside areas, school buses, etc.);
  - b) Cameras will be installed in such a way that only the identified area can be monitored; and
  - c) Video surveillance cameras will not monitor the insides of washrooms, change rooms, offices, staff rooms, or other areas where there is a higher expectation of privacy.
3. The Board shall maintain control of, and responsibility for, the video surveillance system at all times:
  - a) Any agreements between the Board and service providers will state that records dealt with, or created while delivering a video surveillance system are under the Board's control and are subject to the applicable legislation;
  - b) Employees who knowingly or deliberately breach this policy or relevant Acts may be subject to discipline; and
  - c) If a service provider fails to abide by the police or provision under the Act, it may be considered a breach of contract and dealt with accordingly.
4. The Board will communicate to parents, staff, and students with respect to the use of video surveillance.
5. Signage will be posted at applicable sites indicating that video surveillance is in use.
6. Covert Surveillance

Any exception to Guideline 5, such as specific investigation crime conduct, must be authorized by the Director of Education, or Designate. It must be demonstrated that covert surveillance is necessary to the success of the investigation, and the need for such surveillance outweighs the privacy interest of the persons likely to be observed. Covert surveillance should only be used as a last resort. Covert surveillance should only occur for limited periods of time. Covert surveillance is not otherwise permitted.