

## **FACILITIES**

## **Policy 708-R** **(previously Policy 908-R)**

### **Video Surveillance**

#### **Routine Use**

1. Routine use of video surveillance is defined as the use of such equipment at times and places where vandalism, safety or security issues are likely to occur.
2. The installation of video surveillance to monitor and/or record is permitted if it is determined that other less-privacy invasive options may not be effective.
3. The Superintendent of Schools or designate can authorize the use of video surveillance in the School District. Any change in video surveillance use must be authorized in the same manner.
4. Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance. The notice must include contact information of the building administrator or designated staff person who is responsible for answering questions about the surveillance system.
5. Video surveillance is not to be ordinarily used in locations where private activities/functions are routinely carried out (e.g., bathrooms).

#### **Investigative Use**

1. The Superintendent of Schools or designate may authorize video surveillance for a time-limited specific investigation into criminal conduct 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.
2. Covert surveillance may not be authorized on an ongoing basis.

#### **Security**

1. Only the building administrator or designated School District employee shall have access to the computer or media on which video surveillance records are stored.
2. The video surveillance equipment used and/or recording media shall be password protected, encrypted and stored in a controlled access area away from public viewing to which only the building administrator or designated School District employee has access.
3. Recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by the policy and appropriate legislation.

#### **Viewing Recordings**

1. Monitors used to view video recordings will not be located in positions that enable public viewing.
2. Recordings may only be viewed by the building administrator, School District staff with a direct involvement with the recorded contents of the specific recording, parents and students (see below) or designated School District employees or agents responsible for the technical operations of the system (for technical purposes only) and only in extraordinary circumstances the Board of Education.

3. Parents and or guardians may review a segment of a recording if the segment relates to a specific incident (e.g., accident or misconduct) involving their child/children, unless the review might violate the privacy of a third party. In that case, the review should not take place unless authorized by the School District Information and Privacy officer. Students may view a segment of a recording relating to them if they are capable of exercising their own access to information rights under Section 5 of the Freedom of Information and Protection of Privacy Act. Student/parent/guardian viewing must be done in the presence of an administrator.

### **Retention of Recordings**

1. Where an incident raises a prospect of a legal claim against the School District, the digital video file, or a copy of it, shall be sent to the School District's insurers.
2. Recorded information should be erased not more than 30 days, unless circumstances may necessitate different retention periods (see #3 below).
3. Video recordings will be retained for a minimum of one year if the recording has been used in making a decision about an individual as required by Section 31 of the Freedom of Information and Protection of Privacy Act.

### **Privacy Complaints**

1. Privacy-related complaints will be managed by the District's Privacy Officer.

### **Review**

1. Video monitoring is to be carried out in accordance with this policy and these procedures and the relevant Freedom of Information and Protection of Privacy Act provisions. The Board will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this policy.

### **References**

- BC Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165
- BC School Act, 74.01 "Video Surveillance Cameras"