



Department of Education

VIDEO SURVEILLANCE AND RECORDING IN SCHOOLS Policy and Guidelines

PURPOSE OF POLICY AND GUIDELINES

The Department of Education believes that in order for school premises and individuals on the school premises to be safe and secure the use of electronic surveillance systems (“cameras”) in schools are a necessity. As the use of cameras impacts the privacy of individuals, the Department of Education requires compliance with this policy when cameras are placed on school premises.

PURPOSE OF CAMERAS

The cameras may be used for the following purposes only:

1. To protect the school premises from property damage
2. To deter property damage
3. To ensure the safety and security of individuals who are on the school premises
4. To monitor and deter criminal activity from occurring

The cameras may not be used to monitor school staff for job performance purposes.

CAMERA LOCATION

1. Subject to the provisions below, cameras may be placed both in and outside the school building. Areas chosen for surveillance should be where surveillance serves the purposes outlined in paragraph II.
2. All cameras must be unconcealed and clearly visible.
3. Cameras shall not be placed in change rooms, washrooms and areas where students, staff and others have a reasonable expectation of privacy.

4. Cameras located internally shall not be directed to look through windows to areas outside the building, unless necessary to protect external assets, provide for the personal safety of individuals on school premises, or to deter criminal activity from occurring.
5. Cameras shall in no event be directed to look at or in adjacent buildings.

NOTIFICATION

1. Signs advising use of the presence of video surveillance practices should notify individuals of:
 - I. the area in which surveillance is conducted
 - II. the purpose for the surveillance
 - III. hours during which surveillance is conducted
 - IV. who is responsible for conducting surveillance in the department; and
 - V. the contact person who can answer questions about the cameras, including an address or telephone number for contact purposes.
2. Students and parents shall be informed in writing by the school administration at the beginning of each school year and as necessary during the school year that the school will be monitoring certain activities, and as to the purpose for such monitoring practices.
3. All staff and contractors shall be advised of this policy.

USE OF RECORDED INFORMATION

The school principal or his or her designate may use recorded information for purposes as outlined in this policy and for purposes expressly stated by or under an Act.

ACCESS TO RECORDED INFORMATION

1. Only the school principal or his or her designate, and members of the RCMP shall have access to the electronic surveillance system while it is in operation.
2. The school principal or his or her designate must authorize access to all recorded information.
3. Recorded information must be viewed in such a manner as to avoid public viewing.
4. A log shall be maintained by school principal or his or her designate of all episodes of access to, or use of recorded information.

DISCLOSURE OF RECORDED INFORMATION

1. Recorded information may be disclosed to applicants in conformance with the provisions contained in the *Access to Information and Protection of Privacy Act* and in such other cases as required by law.
2. The school principal or his or her designate shall ensure that a recorded information release form is completed before disclosing recorded information to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation.
3. A recorded information release form should indicate the individual or organization who took the recorded information, the date of occurrence or when and if the recorded information will be returned or destroyed by the authority or individual after use.

AUDIT

The school principal or his or her designate shall be responsible to audit the use and security of surveillance cameras, including recorded information.

RETENTION AND DISPOSAL OF COLLECTED INFORMATION

1. All recorded information not in use shall be securely stored in a locked receptacle or area.
2. Recorded information may never be sold, publicly viewed or distributed in any other fashion except as provided for by this policy and appropriate legislation.
3. All recorded information used for the purpose of this policy shall be numbered and dated and retained according to the camera site.
4. All recorded information used to make a decision that directly affects an individual shall be retained for a minimum of one year and all other material for a period of 6 months.
5. All recorded information shall be disposed of in a secure manner.

MISCELLANEOUS

These guidelines do not apply to covert or overt surveillance cameras being used by or on behalf of the Department of Education as a case specific investigation tool for law enforcement purposes, where there is statutory authority and/or the authority of a search warrant to conduct the surveillance.

PREROGATIVE OF THE EXECUTIVE

Nothing in this policy shall in any way be construed to limit the organization of the Department of Education, outside the provisions of this policy.