

POLICY AND PROCEDURE MANUAL

Policy Title:	VIDEO SURVEILLANCE	Area of Responsibility: SENIOR VICE PRESIDENT, HUMAN RESOURCES & FACILITIES SERVICES
Policy Section:	EMERGENCY RESPONSE AND HEALTH AND SAFETY	Policy No: 3.9
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3.9 VIDEO SURVEILLANCE

1.0 Purpose

To provide guidance on the installation, maintenance, and use of overt video surveillance equipment and the management of surveillance records at St. Clair College.

2.0 Scope

This procedure applies to all College facilities utilizing overt video surveillance systems.

3.0 Definitions

FIPPA: Freedom of Information and Protection of Privacy Act.

Personal Information: Recorded information about an identifiable individual including, but not limited to information relating to the race, ethnicity, age, and sex. The contents of video surveillance systems that display these characteristics will be considered personal information.

Record: Any record of information, however recorded.

4.0 Roles and Responsibilities

- 4.1 The Associate Vice President, Human Resources, Office Administration & Facilities Services (AVP, HROAFS) will be responsible for ensuring the surveillance system complies with these guidelines, and that these guidelines are adequate to ensure compliance with the FIPPA and other relevant documents.

- 4.2 The AVP, HROAFS and the AVP, Communications and IT will work collaboratively to ensure surveillance equipment is properly maintained, is operated only by individuals trained on the system, are knowledgeable of these guidelines and ensure that records are handled appropriately.
- 4.3 Security Personnel will be responsible for the day-to-day monitoring of the system, immediately reporting incidents and system deficiencies to the AVP, HROAFS and supporting incident investigations as directed by the AVP, HROAFS.

5.0 Procedure

5.1 Video Camera Installation/Maintenance

- 5.1.1 All requests for camera installations, relocations and removals must be approved by the AVP, HROAFS.
- 5.1.2 The AVP, HROAFS will work with the AVP, IT and Communications to coordinate installation.
- 5.1.3 Cameras will not be directed at any location where there is a reasonable expectation of privacy. All monitoring shall be conducted in a professional, ethical, and legal manner.
- 5.1.4 Camera operation/functionality shall be continually monitored by Security Services. All cameras will be subject to a documented inspection bi-annually by a designated third-party contactor. Damaged cameras shall be repaired as quickly as possible.
- 5.1.5 Signage shall be clearly posted to inform building occupants that video surveillance is being conducted on the premises.

5.2 Operation/Access

- 5.2.1 Viewing privileges are reserved for Security personnel and the AVP, HROAFS. Other College staff may have viewing privileges for the buildings in which they work, as required and with approval by the AVP, HROAFS.
- 5.2.2 Access to the surveillance system for the purposes of reviewing recorded video is restricted to Security Dispatch personnel, Security Supervisory staff, and the AVP, HROAFS. Reviewing of recorded video must be preceded by an incident report submitted to Security and/or for the purpose of reviewing a current and ongoing incident. Reviewing of recorded video by others must be authorized in writing by the AVP, HROAFS. Rationale for review must be provided and justified.
- 5.2.3 Persons described above shall be trained on this policy, and applicable legislation prior to being granted access.

- 5.2.4 Access shall be granted to Law Enforcement Officers as appropriate to support investigations into alleged criminal activity. Such requests must be reviewed by the Coordinator, Security Services, the Manager, Health, Safety and Wellness (for medical incident) or by the AVP, HROAFS. The recorded video must be acknowledged, by signature, by the law enforcement officer who retrieves the video recording from the College.
- 5.2.5 Security shall be responsible for ensuring no unauthorized viewing of live or recorded data takes place.

6.0 Records

- 6.1 Video recordings shall be stored in a secure manner and used exclusively for security, safety, and law enforcement purposes.
- 6.2 Recordings shall be treated as confidential and shall not be altered or tampered with.
- 6.3 Copies of recordings shall only be released in accordance with this policy and for investigative and/or evidence purposes.
- 6.4 When a recording is provided a record shall be made noting the time and date of provision, the name of the recipient, the purpose for the recording, and details of the recording provided (i.e. camera location, recording start/finish time, date).
- 6.5 Retention of video recordings shall be monitored by Security staff and subject to specific schedules determined by the AVP, HROAFS in collaboration with the AVP, Communications and IT.
- 6.6 Recordings that do not contain evidence for investigation or prosecution purposes will be retained for no longer than 30 days. Recordings used for evidence will be destroyed as soon as no longer required.