

This procedural guideline considers the duties of the HSCDSB under the *Education Act* and Regulations, acknowledges people's right to personal privacy, complies with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and is aligned with the document *Guidelines for Using Video Surveillance Cameras in Schools* (2003/2009 and as updated from time to time).

Planning for a Surveillance System

In designing and planning for the potential use of a new surveillance system in one of its schools, the Board will demonstrate that the need for such a system exists to enhance safety and/or protect Board property. The Board will ensure that a consultative process will occur with relevant stakeholders at the school level.

Specifically, the Board will consider:

- If less intrusive means of deterrence, such as increased monitoring by staff, are practical and have proven to be unsuccessful.
- If there has been a history of incidents occurring in the specific school/location.
- If there are physical circumstances at the school that permit easy access to the building and/or make supervision difficult.

Control and Responsibility

The Board will maintain control of, and responsibility for, the video surveillance system at all times.

The Director may delegate to Principals, Managers and/or other employees at Board schools and facilities the authority to operate the systems. Only these designated personnel will view surveillance videos. All surveillance video recordings must be treated as private information.

Board employees are requested to review and comply with the Municipal Freedom of Information and Protection of Privacy Act and with this procedural guideline in performing their duties and functions related to the operation of video surveillance systems.

Guidelines for Use

Information obtained from video surveillance equipment will only be used for the protection of students, staff and/or the public or in assisting in the detection and/or deterrence of criminal activity, vandalism, or breach of a Board policy, procedural guideline or school Code of Conduct.

Surveillance systems will only be used in public spaces, including, but not limited to, hallways, entrances, open general offices, cafeterias, and building perimeters. No cameras will be installed in washrooms, change rooms, classrooms or staff prep areas.

Prominently displayed signs will be used to notify students, staff, and the public that the school is equipped with video surveillance equipment, such that each person has reasonable and adequate warning that surveillance may be in operation.

Video surveillance will not be used for monitoring staff performance.

Video surveillance may occur seven days per week, 24 hours per day.

Retention and Disposal of Saved Information

The retention period for recorded information that has not been requested or used will be a minimum of thirty calendar days.

The retention period for information that has been used or requested for review will be a minimum of one year, as outlined in Section 5(1) of Ontario Regulation 460 under the Provincial Act and Section 5 of Ontario Regulation 823 under the Municipal Act respectively.

The Principal/Vice-Principal/Manager, with assistance from the Information Technology (IT) Department, will be responsible for ensuring proper retention and disposal of surveillance recordings within the school. The Principal/ Vice-Principal/Manager will notify the IT Department to ensure a hard copy of the used or requested recordings are produced so they are available for 100 days.

Access to Personal Information

Any video surveillance recordings are under the Board's control and will be subject to applicable legislation.

Schools will make video surveillance recordings available to the police upon written request for the purposes of law enforcement.

The Principal/Vice-Principal will inform their school Superintendent upon receipt of a request for video surveillance footage. Managers will inform the Director of Education of such requests.