



PROCEDURAL GUIDELINES VIDEO
SURVEILLANCE IN SCHOOLS AND ON BOARD PROPERTY

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).

Definitions

Personal Information is defined by MFIPPA as recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individual's race, colour, nationality or ethnic origin, sex, and age. If a video surveillance system displays these characteristics of an identifiable individual or the activities in which he or she is engaged, its contents will be considered "personal information" under the Acts.

Record is defined by MFIPPA as any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes but is not limited to a photograph, film, microfilm, videotape, digital recording, machine-readable record, and any record that is capable of being produced from a machine-readable record.

Video Surveillance System is defined as a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces on Board property. The Information and Privacy Commissioner/Ontario includes in the term video surveillance system an audio device, thermal imaging technology, or any other component associated with capturing the image of an individual.

Reception Equipment defined as equipment or device(s) used to receive or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, audio, physical or other mechanical, electronic or digital device.

Storage Device is defined as a videotape, computer disk or drive, CD ROM, computer chip or other device used to store the recorded data or visual, audio or other images captured by a video surveillance system.

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.

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.

Security Measures for Video Surveillance Information

Ensure the safe guarding, confidentiality, integrity and availability of footage captured by the system on a storage device

Secure footage in a locked facility

Limit staff and other individuals access to footage (“need to know basis”).

Store monitors in a secure location not visible to the public

Limit account access to video surveillance systems and applications only when required

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.

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. Of particular interest, this means that parent or guardian requests for a video surveillance record, subject to MFIPPA, will only be provided if they do not include the personal information (video or images) of others.

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.