



# **ADMINISTRATIVE PROCEDURES**

<b>SUBJECT: VIDEO SURVEILLANCE</b>
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1. The Superintendent of Business manages the overall video security surveillance program, including governing privacy legislation.
2. The Manager of Plant & Maintenance co-ordinates the life-cycle management of authorized video security surveillance systems (design specifications, equipment standards, installation, maintenance, replacement, disposal, system audits) and related requirements such as signage and training.
3. The Manager of Information Technology works with the Manager of Plant & Maintenance to recommend design requirements for video security surveillance reception equipment and storage device systems, as well as training requirements.
4. The Principal/Area Supervisors of Building Services/Site Custodians co-ordinate the day-to-day operation of the video security surveillance system.
5. The Principal consults with parents/guardians, School Council members, staff and students as to the necessity of a video security surveillance program for the school.
6. The Manager of Plant and Maintenance, in consultation with the Principal, authorizes all permitted locations for video security surveillance equipment.
7. The Manager of Plant and Maintenance or Principal ensures that clearly written notification signs are posted at all entrances to School and Administrative Office sites indicating that the property is under video security surveillance and that they may contact the office with any questions. This will include Board-operated school buses where a video surveillance security system has been installed.
8. The Manager of Plant and Maintenance or designate and the Principal retains the recorded data and images captured by a video security surveillance system for 30 days. If the recorded data has been viewed for law enforcement or safety issues the retention period shall be one year from the date of resolution of the incident.

9. The Manager of Plant and Maintenance or designate and the Principal stores and retains storage devices required for evidentiary purposes according to standard procedures until the law enforcement authorities request them. A Storage Device Release Form will be completed before any storage device is disclosed to appropriate authorities. The form will indicate who took the device, under what authority, when this occurred, and if it will be returned or destroyed after use. This activity will be subject to audit.
10. The Principal or designate dates and labels all recorded data accordingly. Any data not in use shall be stored securely in a locked and controlled-access area.
11. Only the Manager of Plant and Maintenance or the Principal or a designate (designated by name and position e.g. Vice-Principal) may review the recorded information. Circumstances, which would normally warrant review, will normally be limited to an incident that has been reported/observed or to investigate a potential crime. Real-time viewing of monitor may be delegated by the Manager of Plant and Maintenance or Principal to a very limited number of individuals (e.g. a secretary, a special event security guard).
12. Principal or designate retain a log of all instances of access to, and use of, recorded data, to provide a proper audit trail. Logs will be retained for one year. (See Appendix A)
13. The Manager of Plant and Maintenance or designate conduct regular audits to ensure that the equipment is in working order. The Principal or designate conduct audits to ensure that the use of video security surveillance equipment is in compliance with the Board's policies, regulations and administrative procedures, including governing legislation.
14. The Manager of Plant and Maintenance or designate securely dispose of old storage devices in such a way that the personal information cannot be reconstructed or retrieved. This could include shredding, burning or magnetically erasing the personal information.
15. The Principal sends out notification through a letter (see Appendix B), newsletter, and/or School Handbook, informing parents/guardians, students and staff of the installation of a video security surveillance system at the school location.
16. The Principal, in consultation with the staff and School Council, evaluates the video security surveillance program annually or earlier if required.

Implementation Date: April 13, 2005  
Revised: September 18, 2006

Reference: Board Policy & Regulations  
Education Act  
Municipal Freedom of Information and Protection of Privacy Act



**APPENDIX A**

**STORAGE DEVICE RELEASE FORM  
VIDEO SECURITY SURVEILLANCE EQUIPMENT**

SITE LOCATION: \_\_\_\_\_

<b>DATE</b>	<b>TIME</b>	<b>IDENTIFICATION OF RECORDED DATA REVIEWED AND REASON(S) WHY</b>	<b>SIGNATURE AND TITLE OF PERSON(S) WHO REVIEWED RECORDED DATA</b>

**APPENDIX B**

Dear Parent/Guardian/Student:

To enhance the safety of students and staff and promote a safe learning and working environment, it has been determined through careful analysis that the best method to provide this is through the installation of a video security surveillance system.

The system will be installed in accordance with Board Policy and Regulations No. P-AD-143. Reception equipment for the video security surveillance system will be located in public areas of the school only and will be clearly identified through the use of signage. It may be located on school buses. The equipment will not be located in areas such as washrooms or change rooms, where there is a higher expectation of privacy.

Access to the equipment will be allowed for authorized personnel only. Recorded data will be retained for 30 days. If recorded data has been viewed for law enforcement or safety issues, the storage device will be kept in a secure area for one year from the date of resolution of the incident . All recorded data will be disposed of in a safe and secure manner so that personal information cannot be reconstructed or retrieved.

The collection of this personal information is authorized under the Education Act and is carried out in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions about the collection of this information should be directed to the School Principal.

Respectfully,

School Principal

**Appendix C****Safety Device Access Guidelines**

The following guidelines are recommendations for principals to consider in schools where access points to the school are under video surveillance and all entrances are locked.

1. Monitoring should be done through the office.
2. Access to the school should be granted by office staff, or an adult designate.
3. Where possible, a flexible schedule should be used with support staff to assist with monitoring.
4. Students should be instructed and reminded not to let visitors into the school.
5. Where possible, visitors should be instructed to gain access through the site based designated entrance.
6. Visitors must continue to report to the main office.
7. Students will need training to gain access to the school outside of regular entry times.
8. Principals will have to communicate procedures for access to the school to parents and community partners.
9. Staff will require keys and/or communication devices to gain access to the school outside of regular entry times.
10. Potential visitors should be encouraged to contact the school in advance of visiting the school.
11. Potential visitors can also be instructed to seek assistance from “on duty” adult supervisors.
12. Principals will have to ensure that measures are in place for special activities (ex: Education Week, Christmas assemblies, municipal, provincial or federal elections, etc.)