



PROCEDURE:	Pr SC:17
EFFECTIVE:	January 12, 2010
AMENDED:	
RELATED POLICIES:	See references
REPEALS:	
REVIEW DATE:	2017-2018

## 1.0 Definitions

- 1.1 **Personal Information** – Recorded information about an identifiable individual which includes, but is not limited to, information relating to an individual’s race, colour, national or ethnic origin, sex, and age. If a video surveillance system displays these characteristics or an identifiable individual or the activities in which he or she is engaged, its contents will be considered “personal information” under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
- 1.2 **Reception Equipment** – Refers to the equipment or device 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.
- 1.3 **Record** – Any information however recorded, whether in print form, on file, by electronic means or otherwise and includes photographs, film, microfilm, videotape, machine-readable record, and any record that can be produced from a machine-readable record.
- 1.4 **Video Surveillance System** – A video, physical, or mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing, or monitoring of individuals in school buildings and on school premises (per IPC Video Surveillance Guidelines). The surveillance system includes hand-held, portable digital devices used by principals and vice-principals to record school incidents for investigative purposes. Additional components of the surveillance system include portable video cameras that are used to record incidents on designated school buses from time to time as required. “Video Surveillance System”, for the purpose of this procedure, does not include covert surveillance which the Board may be required to undertake in limited case specific circumstances.
- 1.5 **Storage Device** – Refers to a video tape, 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.

## **2.0 Responsibilities**

- 2.1 **Director of Education** – The Director of Education is responsible for the overall Board video security surveillance program. Any video surveillance in schools or on Board property must have the prior approval of Executive Council. The Director, in consultation with the Freedom of Information Officer, shall be responsible for the Board’s privacy obligations under the Municipal Freedom of Information Act and Board Policy and Procedure.

## **3.0 Considerations Prior to Using a Video Surveillance System**

- 3.1 Before deciding if a school or facility warrants a video security surveillance system, the Director should consider the following:
- A video security surveillance system should only be considered after other measures of deterrence or detection have been considered and rejected as unworkable. Video surveillance should only be used once it has been determined that conventional methods of maintaining a safe and secure environment have proven not to provide the level of safety that is required.
  - Specific safety concerns and a history of incidents must exist at the school or site prior to the installation of video surveillance equipment.
  - The proposed design and operation of the video surveillance system should minimize privacy intrusion to that which is absolutely necessary to achieve its required and lawful goals.

## **4.0 Notification of the Installation of a Video Surveillance System**

- 4.1 Clearly written signs, prominently displayed at the entrances, exterior walls, and/or the interior of buildings having video security surveillance systems, shall provide students, staff and the public reasonable and adequate warning that video surveillance is in effect. Signage will satisfy the notification requirements of the legislation which include informing individuals of the legal authority for the collection of personal information, the principal purpose(s) for which the personal information is intended to be used and the title, business address and telephone number of someone who can answer questions about the collection. At a minimum, there should be a sign in place that notifies individuals of the recording and informs them that they may contact the school office or Facilities Service Department (if non-school site) with any questions. Principals will be the Point-of-Contact for schools and the Supervisor Facilities Services will be the Point-of-Contact for non-school facilities. Further information shall be made available at the school office or site.

## **5.0 Location of Equipment**

- 5.1 Reception equipment, such as video cameras, or audio or other devices, should only be installed in identified public areas where video surveillance is a necessary and viable means of ensuring the safety of students, staff, and school property or a necessary and viable means of detection or deterrence of criminal activity.
- 5.2 Equipment should be installed in such a way that only spaces that have been identified as requiring video surveillance are monitored.
- 5.3 Cameras placed outside on a school site should be positioned only where it is necessary to protect external property and school assets or to provide for the personal safety of individuals on school grounds and premises.
- 5.4 Cameras should not be directed to look through the windows of adjacent buildings or onto adjacent property.
- 5.5 Video surveillance should not be used in locations where the students, staff, and public have a reasonable expectation of confidentiality and privacy, such as washrooms, change rooms, and private conference/meeting rooms. Cameras may be located in adjacent corridors to monitor traffic into these areas.
- 5.6 If cameras are adjustable by operators, this practice should be restricted, if possible, so that operators cannot adjust or manipulate the cameras to overlook spaces that are not intended to be covered by the video surveillance program.
- 5.7 Video monitors should not be located in an area that allows for public viewing.

## **6.0 Transportation Vehicles**

- 6.1 The Board may equip school buses and other school board vehicles which are owned, leased, contracted and/or operated by the Board with video recording devices for monitoring student behaviour.
- 6.2 Video recording devices may be in operation on a temporary basis or rotated between vehicles without prior notice to students, as deemed necessary by the Manager of the Transportation Consortium and/or the Director of Education.
- 6.3 Video recording devices may be installed on vehicles used for the transportation of students when the Board and/or Transportation Consortium have received complaints of inappropriate behaviour or have reason to believe that behaviour problems exist or are about to occur.
- 6.4 Service providers and employees of service providers are required to review and comply with these procedures and legislation in performing any duties and functions related to the operation of the surveillance system used on transportation vehicles.

- 6.5 The Manager of the Transportation Consortium or designate is responsible for establishing procedures to ensure that its employees and transportation service providers, use, collect (including posting proper notices on buses), secure, retain, and dispose of recorded information in accordance with the Board's Video Surveillance policy/procedure and the Municipal Freedom of Information and Protection of Privacy Act.

## **7.0 Secure Transmission**

- 7.1 Information transmitted by the video surveillance equipment must be transmitted in a secure manner. The Board shall ensure appropriate measures are in place to prevent unauthorized access.

## **8.0 Maintenance**

- 8.1 The school principal / Supervisor Facilities Services (in non-school site) is responsible for ensuring that all surveillance equipment is maintained and serviced regularly, including image refocusing and lens cleaning.
- 8.2 Imaging equipment should be periodically inspected to ensure that video cameras and recording equipment are operating properly according to manufacturers' specifications. Inspections and maintenance should be documented in the Inspection Log attached as Appendix "A" to this procedure. Any issues or concerns regarding the performance of such equipment should be followed up with immediately.

## **9.0 Use, Disclosure, Retention, Security, and Disposal of Surveillance Records**

- 9.1 Any information obtained through video surveillance systems may only be used for the purposes set out by the Policy and Procedure and must relate to the protection of students, staff, and the public, including the discipline or consequences that arise from that, or it must assist in the detection and deterrence of criminal activity and vandalism. Information should not be retained or used for purposes other than those described above.
- 9.2 The equipment may operate up to 24 hours/day seven days a week, within the limitations of system capabilities (e.g. digital, tape), power disruptions and serviceability/maintenance. Wherever possible the Board shall use cameras activated by motion detectors to minimize the amount of time surveillance will be in place.
- 9.3 All recorded images are the property of the Board and shall be used, disclosed, retained, secured, and disposed of in accordance with MFIPPA.
- 9.4 Video surveillance should not be used for monitoring staff performance.
- 9.5 Video records may never be sold, publicly viewed, or distributed in any other fashion, except as provided for by the policy and procedure, appropriate legislation, or as otherwise required by law or as evidence in a criminal or disciplinary proceeding.

- 9.6 Images collected should only be viewed by the principal or vice-principal of the school, Supervisor of Facilities Services, the Superintendent of Education, and/or authorized designates, in co-operation with members of the police when necessary. Circumstances that warrant a review should be limited to instances where an incident/concern has been reported/observed or to investigate a potential crime.
- 9.7 Video monitors for real-time monitoring shall be located in a protected area to prohibit unauthorized viewing by the public. Monitors can only be viewed by the principal, vice-principal, Supervisor of Facilities Services, Superintendent of Education or authorized designate(s). Real-time viewing of monitors may be delegated by the principal, vice-principal, Supervisor of Facilities Services, or Superintendent of Education to a very limited number of individuals (e.g. administrative assistant, secretary, special event security guard, after hours security provider).
- 9.8 The principal, Supervisor Facilities Services, or Superintendent of Education must authorize access to all video records other than those requested by the police. Without authorization by these authorized individuals, video records will only be released to or viewed by the police after school staff has been provided with a valid warrant.
- 9.9 Video records may be released to third parties or applicants in conformance with the provisions contained in the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) of Ontario and any rules or regulations there under or as otherwise required by law, with the authorizations as detailed in section 9.8 above. Any release of recorded images shall be documented in Appendix “B” attached.
- 9.10 Recorded images shall be released to the police on request, with appropriate authorizations as detailed above or with a valid warrant, to aid in law enforcement in accordance with MFIPPA.
- 9.11 When investigating specific incidents, the principal or vice-principal/ Supervisor of Facilities, Superintendent of Education, or their authorized delegates may enlist the aid of staff in the identification of individuals.
- 9.12 Disclosure of video records should be on a need-to-know basis, in order to comply with the Board’s policy objectives, including the promotion of the safety and security of students and staff, the protection of school Board property, and deterrence and prevention of criminal activities.
- 9.13 A log should be maintained by the principal, Supervisor of Facilities Services, or designate, of all episodes where recorded images are reviewed to provide for a proper audit trail (Appendix “C”).
- 9.14 Vendors and/or service providers of the Board’s video surveillance equipment will have access to the personal information collected under the program only where necessary in the performance of their duties and where the access is necessary and proper in the discharge of the Board’s functions. Any agreements between the Board and a provider of a video surveillance system should contain the following provisions:

- i) That the records dealt with or created while delivering a video surveillance program are under the Board's control and are subject to the Municipal Freedom of Information and Protection of Privacy Act (*MFIPPA*).
  - ii) All vendors, service providers, and their employees shall review and comply with the Board's Video Surveillance Policy/Procedure and the requirements of *MFIPPA*, and where a vendor/service provider and/or their employees fail to comply with the policy/procedure or relevant legislation, it shall be considered breach of contract and will result in penalties up to and including contract termination.
- 9.15 Recorded images that have not been viewed or used for investigation should be erased within a period of one month in a manner in which they cannot be reconstructed or retrieved.
- 9.16 Recorded information that has been viewed or used in the investigation of an incident shall be retained for a period of one year from the date viewed or one year from the date of resolution of the incident.
- 9.17 The principal/Supervisor of Facilities Services must ensure that video records are disposed of in a secure manner.
- 9.18 Old storage devices must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved. Destruction methods for tapes and diskettes may include magnetic erasure, shredding, or incineration.
- 9.19 The Storage Device Disposal Record (Appendix "D") shall be completed when disposing of a storage device.
- 9.20 All recorded tapes and other storage devices that are not in use should be stored securely in a locked receptacle located in a controlled-access area as designated by the school principal or Supervisor of Facilities Services. Each storage device that has been used shall be dated and labeled with a unique identifier, sequential number, or other verifiable symbol.

## **10.0 Training**

- 10.1 Training and/or instruction addressing obligations under the policy/procedure and *MFIPPA* shall be provided to staff and service providers where applicable and appropriate.

## **11.0 Auditing and Evaluating the Use of Surveillance**

- 11.1 The Board will ensure that the use and security of video surveillance equipment is subject to regular audits. These audits will address the Board's compliance with policy, procedure and legislation. An external body may be retained in order to perform the audit. The Board will immediately review the results of the audit and will take appropriate action as required.

- 11.2 Employees and service providers should be aware that their activities are subject to audit and that they may be called upon to justify their surveillance interest in any given individual.
- 11.3 The Board will regularly review and evaluate its video surveillance program to ascertain whether it is still justified. This shall include an assessment of whether the deployment of cameras at a particular school remains justified. This evaluation shall occur at least once every three years and will include the review/update of the policy and procedures.

## **12.0 Privacy Breach Response**

- 12.1 Any inadvertent disclosure of personal information must be reported immediately to the Board's Freedom of Information Officer.

## **13.0 References and Acknowledgements**

### Legislation:

Municipal Freedom of Information and Protection of Privacy Act  
Education Act and regulations

### Standards and Guidelines:

Guidelines for Using Video Surveillance Cameras in Schools (Information and Privacy Commissioner of Ontario)

Guidelines for Using Video Surveillance Cameras in Schools (Information and Privacy Commissioner of Ontario)

### Related Board Policy:

B: 05 Property Damage/Vandalism/Theft

H: 06 Health and Safety of Employees

H: 19 Violence Prevention in the Workplace

SC: 13 Release of Student Information

SC: 15 Code of Conduct

ST: 05 Student Discipline Policy

Pr ST: 05 Student Discipline Procedure

### Acknowledgements:

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**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

**APPENDIX “A”**

**Log Sheet – Equipment Inspection Log**

	<b>Date of Inspection</b>	<b>Description of Equipment Inspected (including camera numbers)</b>	<b>Deficiencies or Concerns Noted</b>	<b>Nature and Date Of Corrective Action</b>	<b>Name of Person Completing Inspection</b>	<b>Signature of Person Completing Inspection</b>
1						
2						
3						
4						







**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

**APPENDIX "D"**

**LOG SHEET – Disposal of Recorded Information**

	Date Of Disposal (yyyy/mm/dd)	Time Of Disposal	Date Recorded (yyyy/mm/dd)	Tape No./ ID #	Camera #/ Name	Type of Incident	Type Of Device (CD-R, VCR tape)	Method of Disposal	Name of person disposing of recorded information	Signature of person disposing of recorded information
1										
2										
3										
4										
5										
6										

**Not applicable for the routine overwrite/erasure of unviewed recorded material.**