

## Video Surveillance

The Board of Education believes that video surveillance helps to prevent vandalism of or theft from school district property and enhances the safety of students and others on school premises, and therefore will establish regulations and guidelines for the use of this technology.

The public must be notified of the presence of surveillance and therefore signage will be prominently displayed in all areas at all times where the surveillance is occurring.

Video surveillance should be carried out in common areas only, such as; hallways, outside buildings, buses, etc. Surveillance shall not be in locations where confidential or private functions are normally carried out (washrooms, conference/meeting rooms).

Video surveillance equipment shall not be utilized to conduct general, on-going supervision of employees. When alleged incidences occur that are not part of an employee's regular work, but involve either students or staff, the video recording may be used for purposes of clarification of potential disciplinary cases.

Video surveillance must be authorized by the Secretary-Treasurer (or designate) with the knowledge of the building or site manager.

Tapes that are used in a decision regarding an individual must be kept for at least one year.

Individuals have the right to view themselves on tapes and may make a request under the Freedom of Information and Protection of Privacy Legislation.

Videotapes must be completely erased before being disposed.

As with any personal information record, videotapes must be stored to ensure individual personal privacy is respected and to limit access to a 'need-to-know' basis.

Videotapes may be disclosed to RCMP, Probation Officers or Immigration Officers to assist in an investigation undertaken with a view to a law enforcement proceeding, or from which a law enforcement proceeding is likely to result.

Videotapes may be shared with individuals providing health services, social services or other support services on a need-to-know basis. They may also be shared with the Board's insurer to the extent necessary to prepare for potential claims that might be made against the insurance provided by that insurer.

**Date Adopted: February 2002**

*Legal Reference: Freedom of Information and Protection of Privacy Act*

*Cross Reference: [Student Records Administrative Procedure #316](#)*