

**SURVEILLANCE**

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**PREAMBLE**

The Board of Education recognizes that video surveillance on school board property and district fleet vehicles equipped with global positioning system tracking (GPS) can contribute to the safety of students, employees and others on district premises. Video surveillance and GPS can also be a valuable tool to deter destructive acts, theft and/or other criminal activities and ensure operational effectiveness and protection of district vehicle assets. The Board also recognizes its obligations to protect the privacy rights of individuals under the Freedom of Information and Protection of Privacy Act (FIPPA) and that these rights must be balanced and respected as part of a video surveillance process and any vehicle GPS tracking activities.

**POLICY**

**THE BURNABY BOARD OF EDUCATION AUTHORIZES THE CONTROLLED USE OF VIDEO SURVEILLANCE ON SCHOOL BOARD PROPERTY AND THE INSTALLATION AND USE OF GPS TRACKING IN ALL DISTRICT OWNED VEHICLES FOR THE SPECIFIC PURPOSE OF PROTECTING INDIVIDUALS' SAFETY, DISTRICT PROPERTY AND THE EFFICIENT AND EFFECTIVE OPERATIONS OF DISTRICT FLEET VEHICLES. VIDEO SURVEILLANCE AND GPS TRACKING WILL BE CARRIED OUT IN A MANNER THAT RESPECTS THE PRIVACY RIGHTS OF STUDENTS, STAFF AND OTHERS.**

**OBJECTIVES**

1. Through controlled video surveillance to contribute to the safety of students, employees and others and protect district property and personal belongings.
  2. Through GPS tracking to ensure the health and safety of employees who operate district owned vehicles by enabling duress alarm or emergency response in the event of accident, breakdown or other incidents and protect district owned vehicles against theft, loss and misuse.
  3. Through GPS tracking to ensure employees are operating district owned vehicles in a safe, legal manner.
  4. To monitor district owned vehicle usage for service, maintenance and operational efficiency.
  5. To appropriately protect the privacy rights of individuals as defined by FIPPA.
  6. To appropriately communicate the use of video surveillance to parents, staff, students and members of the public.
  7. To cooperate with local authorities in the investigation of potential criminal activities.
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Date Adopted: 2011-04

Cross References:

Date(s) Revised: 2018-05

Statutory:

Other



# **REGULATIONS AND PROCEDURES POLICY #7.80.01**

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#### **A. ADMINISTRATIVE REGULATIONS – VIDEO SURVEILLANCE**

1. Prior to the introduction of new video surveillance camera coverage the Secretary-Treasurer or designate must submit a report to the Board through the Buildings and Grounds Committee documenting the reasons the surveillance is required. If the Board approves the report in principle and it relates to a school or school site, a similar report is to be sent through the school principal to the Parent Advisory Council (PAC) of the school or site for review and approval. Once PAC approval is received the Buildings and Grounds Committee will submit the installation to the Board for final approval.
2. New video surveillance installations or significant changes to existing camera coverage for non-school buildings or sites will follow the same process as outlined in paragraph 1 without the requirement for PAC approval.
3. Temporary installations for specific investigative purposes will follow the process outlined in paragraph 2 unless the investigation is time sensitive and emergent. Time sensitive and emergent temporary installations for specific investigative purposes will be approved by the Secretary-Treasurer and subsequently reported to the Board through the Buildings and Grounds Committee.
4. Public notification signs, clearly written and prominently displayed, must be in place on sites that are subject to video surveillance.

5. Video surveillance is generally not to be used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g. bathrooms, private conference or meeting rooms).
6. Only a designated employee or agent of the school district will install video cameras. Only designated employees or agents shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or video files.
7. Video files will be stored in a secure filing cabinet in an area to which students and the public do not normally have access.
8. Video files must never be sold, publicly viewed or distributed in any other fashion except as provided for by this policy and appropriate legislation. Copying of video files should only be done to provide information to schools, to other agencies, or with the written approval of the Secretary Treasurer.
9. Video monitors used to view video files should not be located in a position that enables public viewing. Video files may only be viewed by district staff with a direct involvement with the recorded contents of the specific video files, or employees or agents responsible for the technical operations of the systems (for technical purposes only). Other individuals may view video files if required as part of an investigation and approved by the Secretary-Treasurer in accordance with the Freedom of Information and Protection of Privacy provisions. Examples of acceptable reasons to view video files includes, but is not limited to: 1) security/safety incident involving a student or staff member; 2) incident involving a parent of the school; 3) incident involving a member of community who was present at the school for any reason; 4) investigation of vandalism or attempted vandalism; and, 5) any other matter or incident raised by school administration, RCMP, or other agencies.
10. Written or electronic logging shall occur that indicates when video files have been viewed showing site location, date, and time sequence. Additionally, when a video file is copied a written or electronic log shall be maintained indicating who has received the copied video file.
11. Where an incident raises a prospect of a legal claim against the Board, the video file, or a copy of it, shall be sent to the Board's insurers.
12. Video files shall be erased within one year unless they are being retained for documentation related to a specific incident.
13. Video files retained under paragraph 11 shall be erased as soon as the incident in question has been resolved, except that if the video file has been used in the making of a decision about an individual, the video file must be kept for a minimum of one year, as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.
14. The Secretary-Treasurer will annually prepare a report on video surveillance in the district. This report will be submitted to the Board through the Buildings and Grounds Committee and will assess installations by site and whether operation of the video surveillance cameras is accomplishing its purpose of protecting the safety of individuals, school or district property and individual belongings.

## **B. ADMINISTRATIVE REGULATIONS – GPS TRACKING**

1. Only designated employees will have access to vehicle GPS data
2. Employees who are required to operate district owned vehicles will be made aware that all district owned vehicles are equipped with GPS tracking
3. Employees may not turn off the GPS tracking function; tampering with any GPS equipment in the vehicle is prohibited and may subject the employee to disciplinary action
4. GPS tracking will not be used for:
  - a. Purposes other than legitimate business purposes
  - b. Monitoring employee performance although unsafe and unauthorized vehicle usage may lead to disciplinary action
  - c. When the employee is off-duty
5. Any personal information as defined under FIPPA will be protected in accordance with section 30 of FIPPA and specifically:
  - a. Any information obtained from GPS tracking will be kept in a secure locked facility with access only by designated employees
  - b. The information will not be retained longer than one year except as reasonable or necessary for legal or business purposes
6. GPS tracking information collected may be used to review operational efficiencies including vehicle engine idling, excessive speed, unscheduled stops, trip information, distance travelled, location data, assess return times, unapproved locations
7. Employees operating district owned vehicles are expected to do so in a safe and legal manner, complying with all provincial and federal laws pertaining to operating a motor vehicle.

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Date Adopted: 2011 04

Cross References:

Date(s) Revised: 2018-05

Statutory:

Other: