

## ADMINISTRATIVE PROCEDURE #505

### SURVEILLANCE

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#### BACKGROUND

This administrative procedure guides the responsible use of surveillance technology, protects the interests of all stakeholders, and ensures ongoing oversight by the Board and the community.

#### PROCEDURES

##### Installation Approval

1. Prior to the introduction of a new video surveillance system at a school, the site administrator must consult with the school Parent Advisory Council (PAC). Once PAC approval is complete, the site administrator will submit a formal request to the Secretary-Treasurer who will then submit the request 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.

##### Installation

1. Public notification signs, clearly written and prominently displayed, must be in place on sites that are subject to video surveillance.
2. 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).
3. Only a designated employee or agent of the School District will install or service surveillance equipment apart from District-managed networking components connecting surveillance appliances to the wider District network.

## **System Access/File Export**

1. Video will be stored on secure surveillance appliances which are stored in locked data cabinets/data closets and protected against unauthorized user access.
2. Video files must never be sold, publicly viewed or distributed in any other fashion except as provided for by these guidelines and appropriate legislation. Copying of video files should only be done:
  - a. to provide information to schools;
  - b. to support a specific law enforcement investigation (FIPPA s. 33[3][d]);
  - c. to comply with a subpoena, warrant or court order (FIPPA s. 33[2][l]); and/or,
  - d. with the written approval of the Secretary-Treasurer or designate.
3. Surveillance appliances may be accessed by District staff with a direct involvement with the recorded contents, or employees or support contractors responsible for the technical operations of the systems.
4. Video files may only be viewed by designated employees or agents related to 2b.c. Other individuals may view video files if required as part of an investigation and approved by the Secretary-Treasurer or designate in accordance with the Freedom of Information and Protection of Privacy provisions.
5. Acceptable reasons to review video files includes, but is not limited to:
  - a. security/safety incident involving a student or staff member;
  - b. incident involving a parent and/or guardian of the school;
  - c. incident involving a member of community who was present at the school for any reason;
  - d. investigation of vandalism or attempted vandalism;
  - e. matters or incidents raised by school administration; and/or,
  - f. to comply with FIPPA legislation (FIPPA s. 33[3][d], s. 33 [2][l]).
6. For footage requested by the RCMP involving alleged criminal activities, staff will bookmark the required views within the requested time spans, not view the footage, and inform the ITS Director to export and provide the material to the requesting agency. Incidents involving students, staff or caregivers may require staff to view the content of the requested footage if it affects school operations.

## **Logging/Reporting**

1. Exported video files shall be erased within one year unless they are being retained for documentation related to a specific incident.
2. Video files used to make a decision which affects an individual 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.
3. The Secretary-Treasurer will annually prepare a report on video surveillance in the District. This report will be submitted to the Board through the Committee of the Whole with a

summary of new and pending installations. In addition, this report will include a summary of whether operation of the video surveillance cameras are accomplishing its purpose of protecting the safety of individuals, school or District property and individual belongings.

### **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:
  - a. for purposes other than legitimate business purposes;
  - b. to monitor employee performance although unsafe and unauthorized vehicle usage may lead to disciplinary action; or,
  - 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; and,
  - 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, and to assess return times and 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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Cross References: