

VIDEO SURVEILLANCE SYSTEMS

These guidelines and procedures are applicable to video security SURVEILLANCE placed on Division property or in vehicles such as school buses. They are not intended to apply to instances where students or school officials record a specific event or for educational or research purposes.

Guidelines for Use of Video Security Services:

1. Video surveillance locations must be determined by the principal in collaboration with the Information Technology (IT) Department based on standardized implementation guidelines. Any subsequent change in camera location must be authorized in the same manner.
2. Public notification signs, clearly and prominently displayed, must be in place in areas that are subject to video surveillance. Notice must include where further information can be obtained.
3. Video surveillance will not be used in locations where confidential or private activities/functions are routinely carried out or locations where there is a reasonable expectation of privacy (e.g. washrooms, private conference/meeting rooms).
4. Video surveillance devices will be installed only by designated employees or agents of the Division.
5. Video surveillance recordings/files may only be viewed for the purpose for which the information was collected or compiled; or if the subject of the image captured consents to its use; or for a purpose for which the record may be disclosed by the Division under the Freedom of Information and Protection of Privacy Act, (FIPPA).
6. Monitors used to view playback of or live-streaming of camera feeds should not be located in a position that enables public viewing.
7. Recordings may only be viewed by the Principal or Superintendent, by parents and students (9.below), or by Division staff with a direct involvement with the contents of the specific recording, or, employees or agents responsible for the technical operations of the system (for technical purposes only). If an employee or student is facing any disciplinary action, he/she may authorize his/her union representative or other advocate to also view the recording. All viewing of recordings must be done in the presence of a school or Divisional administrator.

— *Accomplish Anything* —

Adopted	Reviewed	Revised	Page
3/126/05			1 of 3

8. Parents or guardians requesting to view a segment of a video record that includes their child(ren) may do so. Students may view segments of records relating to them if they are capable of exercising their own access to information rights under The Freedom of Information and Protection of Privacy Act. Student/parent/guardian viewing must be done in the presence of a school or Divisional administrator. A student, parent or guardian has the right to request an advocate to be present. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, would compromise an on-going school or police investigation or legal proceeding, or on any other ground recognized in The Freedom of Information and Protection of Privacy Act, (FIPPA).
9. Where an incident raises a prospect of a legal claim against the Board, the record, or a copy of it shall be sent to the Board's insurers and/or solicitors.
10. Records shall be erased within one month, unless they are being retained at the request of the Principal, Superintendent, employee, parent or student for documentation related to a specific incident or are being transferred to the Board's insurers and/or solicitors.
11. Logs should be kept identifying when and where surveillance files are accessed, by whom and for what purpose. Additionally, logs should be kept of all instances of disclosure of the surveillance records, indicating the specific information disclosed, to whom it was disclosed, the date of disclosure and the purpose for the disclosure.
12. Records retained under item 11 shall be deleted as soon as the incident in question has been resolved. However, if the record has been used in the making of a decision about an individual, it must be kept for a minimum of one year. If the record has been used in a case of employee discipline it shall be retained for six years.
13. Each Principal is responsible for the proper implementation and control of the video surveillance system in or on school property.
14. The Superintendent or designate shall conduct periodic reviews to ensure that this policy and associated regulations and procedures are being adhered to in the Division, and that the policy and accompanying regulations are reviewed on a bi-annual basis.
15. Signage as appears below is suggested for the display in any Division building utilizing video surveillance systems:

For your safety this area is under video surveillance.
Further information is available from the school office.

Video Surveillance of this site is governed by Pembina Trails School Division Policy EACEA-R

Accomplish Anything

Adopted	Reviewed	Revised	Page
3/126/05		BD20161208.1007	2 of 3

16. Signage as appears below is suggested for display on each school bus:

This school bus is under video and audio surveillance.
Further information is available from the Pembina Trails Transportation Department

Video Surveillance of this vehicle is governed by Pembina Trails School Division Policy EACEA-R

The above guidelines and procedures do not apply to “covert”, surveillance conducted by means of hidden cameras without notice to the parties being monitored. Such surveillance shall not be conducted in the Division without consultation with Police and/or the Board’s solicitor.

Covert Video Surveillance

- Covert surveillance shall only be used in cases involving suspected criminal activity and will not be used to monitor, audit or evaluate the job performance of employees of the Division.
- Covert surveillance shall not be conducted in the Division without consultation with Police and/or the Board’s solicitor and must be authorized by the Superintendent on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed.
- Covert surveillance may not be authorized on an ongoing basis.
- Covert camera devices may be left in place only as long as necessary to identify the offender(s) and obtain sufficient evidence for discipline and prosecution.
- Where circumstances permit, individuals who are not the intended targets of the video security service shall be notified of the use of the video surveillance in advance of, or during the surveillance period by the Superintendent or principal.
- Following the completion of any covert period, the Superintendent may disclose that video surveillance was implemented, identifying the location and the time period involved.
- Individuals involved in the covert surveillance operation or who are aware of the covert surveillance shall protect the confidentiality of the operation and the information obtained as a result of the security service.

Accomplish Anything

Adopted	Reviewed	Revised	Page
3/126/05		BD20161208.1007	3 of 3