



## PROCEDURE

**FT110**

### **Recorded Surveillance: Board Buildings and School Transportation Vehicles**

**Board Received:** March 30, 2015

**Review Date:** April 2019

#### **Accountability:**

1. Frequency of Reports – As Needed
2. Criteria for Success – Recorded surveillance enhances safety of students, staff and visitors

Refer to: Education Act; MFIPPA; Information and Privacy Commission's "*Guidelines for Using Video Surveillance Cameras in Schools*"

#### **Procedures:**

##### **General**

1. Before deciding if a school or other Board building warrants a recorded surveillance system, the following must be considered:
  - a) Have all other measures of deterrence or detection been deemed as unworkable or not feasible? Are verifiable, specific reports of incidents of crime, vandalism or significant safety concerns available?
  - b) Do the benefits of surveillance substantially outweigh the reduction of privacy intrinsic in collecting personal information through a recorded surveillance system?

Principals shall develop an implementation plan following consultation with students, School Councils and parents and guardians regarding the installation of recorded surveillance equipment.

2. Video surveillance systems may be used only for ensuring the ongoing safety of staff and students; promoting a safe environment; controlling vandalism and theft of Board property; and aiding in the identification of intruders and persons breaking the law.
3. The Director of Education is responsible for the overall Board recorded surveillance program.
3. A video surveillance system refers to a video, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public places in Board buildings or on transportation vehicles contracted by Student Transportation Services Brant Haldimand Norfolk (STSBHN). The system could include an audio device, thermal imaging technology or any other component associated with capturing the image of an individual.
4. A storage device refers to a Digital Video Recorder (DVR), computer disk or drive, CD ROM, or other device used to store the recorded data, be it visual, audio or other images captured by a video surveillance system.

5. The following statement of collection of personal information is located on the Student Registration Form (completed upon initial registration at a school) and on the Student Information Sheet (completed annually thereafter):  
*Personal information obtained through video surveillance either in Board buildings or on transportation vehicles contracted by the Board is collected under the authority of the Education Act and will be used for the purpose of monitoring the behaviour of students, for safety reasons, to prevent acts of vandalism, and to aid in the identification of persons breaking the law. Users of this information, when appropriate and necessary, are: in school buildings and on school transportation vehicles — the Principal of the School, and the relevant student and parent/guardian; on school transportation vehicles — the driver and the Manager of STSBHN.*  
*Questions about the collection of any personal information on this form should be directed to the principal of the school.*
6. Each school will include the following statement in its first communication to parents/guardians of each school year:  
*Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, the authorization for the collection of information is the Education Act. For the purpose of monitoring the behaviour of students, for safety reasons, to prevent acts of vandalism, and to aid in the identification of persons breaking the law, video surveillance will be employed in selected schools and on selected school transportation vehicles. The users of this information, when appropriate and necessary, are: in school buildings and on school transportation vehicles — the Principal of the School, and the relevant student and parent/guardian; on school transportation vehicles — the driver and the Manager of STSBHN.*
7. Individuals whose personal information has been collected by a video surveillance system have the right of access under MFIPPA, unless an exemption applies under section 38. An example of an exemption would be where disclosure would constitute an unjustified invasion of another individual's privacy. Access to one's personal information would depend on:
  - a) if all third parties (i.e. those whose images appear on the record) give permission for the record to be viewed; or
  - b) whether it could reasonably be severed from the record, e.g. digitally "blacking out" the images of other individuals whose images appear on the record (storage device).
8. Storage devices are set to record activity electronically to the limit of the memory in the device installed. Once the memory is full, the system will automatically overwrite the oldest data. When recorded activity is required in an investigation of student behaviour or a student safety issue or in the investigation of other intruders or persons breaking the law, it will be transferred to an alternative storage device. Such storage devices used to assist in resolving school or public safety issues or law enforcement will be maintained in a locked, secured area at the relevant school for a one-year period from the date of resolution of the incident. Logs are to be kept of all instances of access to, and use of, storage devices to enable a proper audit trail. Should it be necessary to release a storage device to police authorities, an authorization form must be completed.
9. Old storage devices must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved, e.g. shredding, burning or magnetically erasing.
10. Any inadvertent disclosures of personal information or breaches of MFIPPA or other relevant statutes shall be reported to the Administrative Assistant for the Director with responsibility for FOI and Records Management.
11. Where applicable and appropriate, the policy and guidelines will be incorporated into training and orientation programs of the Board and service providers. Training programs addressing staff obligations under the *Municipal Freedom of Information and Protection of Privacy Act* will be conducted as necessary.

12. Board employees and service providers shall review and comply with this administrative procedure and the *Acts* in performing their duties and functions relative to the operation of a recorded surveillance system. Employees will be subject to discipline for knowingly or deliberately breaching this administrative procedure or the provisions of MFIPPA or other relevant statutes. If a service provider fails to comply with the Board's administrative procedure ~~policy~~ or provisions of MFIPPA, it will be considered breach of contract leading to penalties up to and including contract termination.

### **Board Buildings**

1. A Board building that is equipped with CCTV shall have prominently displayed signs advising students, staff and visitors that they are subject to video surveillance. The signs will be displayed at the entrances and on interior walls. The signs will include the legal authority for the collection of personal information (schools — Education Act; other Board buildings — law enforcement or proper administration of a lawfully authorized activity); the purpose for which the personal information is intended, i.e. ensuring the ongoing safety of staff and students, promoting a safe environment, and controlling vandalism and theft of Board property; and the title, address and telephone number of a contact person, i.e. Board's Freedom of Information Head.
2. The equipment is to be installed so that it monitors only those spaces that have been identified as requiring surveillance. Cameras are not to be directed to look through windows of adjacent buildings. Cameras should be fixed so that operators cannot manipulate them to overlook spaces that are not to be covered.
3. Monitoring of places where students, staff or authorized visitors have an expectation of privacy (change rooms, washrooms, staff rooms) is prohibited.
4. Real time viewing on the reception monitor(s) is to be accessible only by authorized personnel (in a school, the principal or designate; in other Board buildings, building supervisor as designated by the Director of Education) and will be located in a position that does not enable public viewing. The equipment will operate up to 24 hours/7 days a week within the limitations of system capabilities.
5. Storage devices must be maintained in a secure location. Any storage device that has been used must be dated and labelled with an unique, sequential number.
6. The content of a storage device may be used to provide evidence to cause student discipline, e.g. suspension or expulsion. A storage device can be viewed by a student and his/her parent/guardian if:
  - a) all third parties (i.e. those whose images appear on the record) give permission for the record to be viewed; or
  - b) the images of other individuals who appear on the record (storage device) are severed from the record, e.g. digitally "blacking out".

### **School Transportation Vehicles**

See STSBHN Procedure #036

## Building

[illegible]

**Appendix B****Grand Erie District School Board****Video Surveillance — Use of Recorded Storage Devices****Authorization Form — To Be Signed by Police Authorities****Building** \_\_\_\_\_

I, the undersigned, declare that I have received recorded

Storage Device No.	
Storage Device No.	
Storage Device No.	
Storage Device No.	

from the Administrator of the building named above.

This information remains the property of the Grand Erie District School Board and cannot be copied without the permission of an authorized staff member of the Grand Erie District School Board.

This(ese) storage device(s) will be returned to the building administrator after being used as part of an investigation.

Date of Return:

Incident Reference #

Name (print)

Badge #

Station or Office

Telephone Number

Signature

Date