

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

VIDEO MONITORING

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1. **Written Policy**

- a. Each site using video monitoring systems shall prepare written procedures consistent with Board policy and the administrative procedure and the *Freedom of Information and Protection of Privacy Act* (FOIPP Act).
- b. All staff shall be made aware of the policy and administrative procedure.
- c. Policies and administrative procedure will be made available through the District website.
- d. All policies and administrative procedures shall be subject to review on a regular basis at each site.

2. **Camera Location, Operation and Control**

- a. The installation of new and permanent video monitoring equipment at a school may only occur if the Parent Advisory Council (PAC) approves.
- b. Cameras shall only be installed in identified public areas.
- c. Areas chosen for monitoring shall be where monitoring is a necessary and viable deterrent.
- d. Cameras shall not be positioned in areas where individuals have a right to expect privacy, i.e. washrooms, change rooms, staff rooms.
- e. Cameras shall not be directed so as to monitor private property.
- f. Only authorized personnel shall have access to the video monitoring equipment.

3. **Protection of Information and Disclosure**

- a. Security and retention of recorded images will be the responsibility of a designated Principal/Vice Principal or management employee.
- b. Disposal and destruction of recorded images shall be consistent with Board Policy No. 9004.
- c. Monitors shall be located in a secure area and positioned in such a way as to avoid public viewing.
- d. Disclosure of information shall be consistent with the FOIPP Act.

4. **Public Awareness**

- a. The public shall be made aware of the existence of video monitoring by signage at visible points.

5. **Audits**

- a. The use of video monitoring systems shall be subject to audit at all times by both school and district administrative staff.
- b. The Office of the Information and Privacy Commissioner may conduct periodic audits of video monitoring systems.

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6. Review

- a. Under the terms of the School Act, the Board must conduct an annual review that assesses whether the installation and operation of video monitoring equipment is accomplishing the purposes set out in the opening paragraph of the policy statement.

7. Use of Information Collected

- a. Use of video monitoring in the District shall at all times comply with the FOIPP Act guidelines for the collection of information.
- b. Video monitoring may be used to detect or deter crime; for inquiries and proceedings related to law enforcement; and for research (i.e. the nature of area usage, traffic patterns, or particular camera systems).

8. Access to Personal Information

- a. Individuals subject to video monitoring have the right to request access to recorded images under Section 5 of the FOIPP Act.

References:

Board Policy 4004: Video Monitoring

The School Act, Sections 74.01

Freedom on Information Protection of Privacy Act