

Division Corporate Services	Policy Series 200	Policy # 200.3
Subject Surveillance	Replaces	
Responsible Authority <ul style="list-style-type: none"> • Director of Education • Senior Administrative Officer (Corporate) • School Administrators • Manager of Student Transportation or Manager of Administrative Services 	Date Approved February 1, 2010	
	Effective Date March 1, 2010	
<i>Date Reviewed</i>	<i>Date Revised</i>	

200.3(1) Policy Name

Use of Video Surveillance Equipment

200.3(2) Policy Statement

- 200.3 (2.1) The Director of Education permits the use of video surveillance equipment:
- 2.1.1 On district property;
 - 2.1.2 In schools, offices and at all other work sites; and,
 - 2.1.3 In vehicles, including buses owned, operated or contracted by the district.
- 200.3(2.2) The use of video surveillance equipment shall only be permitted where circumstances have shown that it is necessary for the safety and security of students and staff, to reduce criminal or illegal activity and/or to deter property destruction.
- 200.3(2.3) Video surveillance is intended to complement other forms of monitoring and promotion of secure and safe environments.
- 200.3(2.4) Reasonable notice shall be provided to persons potentially affected when video surveillance equipment is in use.

200.3(3) Policy Rationale/Purpose

The purpose of video surveillance is to enhance the safety of students and staff, protect against theft or vandalism and to identify intruders or persons endangering the safety and well-being of school members.

Video surveillance is a valuable tool when used in an appropriate manner. When using such equipment, school districts must strive to find a balance between the protection of students, staff and property and minimizing privacy intrusion for individuals. Cameras do not just capture particular incidents or individuals, they also record anyone and anything within view of the camera. Once recording takes place, privacy considerations apply.

200.3(4) References

- 200.3(4.1) Guidelines for Video Surveillance by Public Bodies in Newfoundland and Labrador; Office of the Information and Privacy Commissioner for Newfoundland and Labrador
- 200.3(4.2) Guidelines for Using Video Surveillance Cameras in Schools; Information and Privacy Commissioner/Ontario

200.3(5) Scope

This policy governs the:

- 200.3(5.1) Use of video surveillance equipment on any property or in any building that is owned, operated or contracted by Nova Central School District.
- 200.3(5.2) Use of video surveillance equipment in any vehicle owned, operated or contracted by the district.
- 200.3(5.3) Temporary or permanent use of video surveillance equipment.
- 200.3(5.4) Use of closed-circuit surveillance systems.
- 200.3(5.5) Video surveillance of students, employees, visitors and members of the general public while on school district property, in school district buildings or in district vehicles.

200.3(6) Roles and Responsibilities

- 200.3(6.1) Responsible Division: **Corporate Services/Director's Office**
- 200.3(6.2) The **Senior Administrative Officer (Corporate)** shall be responsible for the implementation, monitoring and revision of this policy.
- 200.3(6.3) **School administrators/managers** shall approve the use of video surveillance equipment within their school or work site and ensure that access to the recordings is limited in accordance with district policy and procedures.

200.3(6.4) **The Manager of Student Transportation** shall approve the use of video surveillance equipment on any board-owned school bus or other vehicle, and the **Manager of Administrative Services** shall approve the use of video surveillance equipment on any school bus or vehicle contracted by the Nova Central School District.

200.3(7) Procedures

200.3(7.1) Approval process

200.3(7.2) Notification

200.3(7.3) Installation

200.4(7.4) Access to recordings from video surveillance

200.3(7.5) Use of the recordings as part of an investigation or disciplinary action

200.3(7.6) Storage of recordings from video surveillance

200.3(7.7) Disposal of recordings from video surveillance

200.3(8) Definitions

Personal Information: Section 2(0) of the ATIPP Act defines personal information as information about an identifiable individual. This includes (but is not limited to) the following:

- Name, address, telephone number
- Race, national/ethnic origin, colour, religious or political beliefs or associations
- Age, sex, sexual orientation, marital status or family status
- Number, symbol or other identifier
- Fingerprints, blood type or inheritable characteristics
- Health care status or history
- Educational/financial/criminal history
- Opinions about that person
- The individual's opinions or views.

Personal information refers to recorded information about an individual (including images).

200.3(9) Review

This policy shall be reviewed every two years.

200.3(10) School Policy

It is recommended that schools develop their own policy and procedures with respect to the use of video surveillance equipment, in accordance with the district's policy.