



200.3(7) Procedures

Policy 200.3: Use of Video Surveillance Equipment

200.3(7.1) Approval Process

- 7.1.1 The installation, expansion or replacement of a video surveillance system shall be approved by the appropriate school administrator or manager.
- 7.1.2 Approval for the installation, expansion or replacement of a video surveillance system shall normally be based on specific safety and security concerns.
- 7.1.4 A log shall be established for all video surveillance systems, to ensure documentation of the following:
 - a) Location of cameras and monitors;
 - b) Viewings;
 - c) Access to recordings.

200.3(7.2) Notification

- When a video surveillance system is approved, notification to students, employees and the general public shall occur as follows:
- 7.2.1 Signs shall be posted in prominent locations.
 - 7.2.2 When surveillance is approved for a school, notification shall be provided to parents. In the event that the surveillance may be used periodically, the notice may be provided to parents once during each school year.
 - 7.2.3 Written notification shall be provided to employees at affected work sites. This may be in the form of an email on the board-owned email system. In the event that the surveillance may be used periodically, the notice may be provided once during each school year.
 - 7.2.4 A school council shall be notified that video surveillance has been approved for use at their particular school.

200.3(7.3) Installation

- 7.3.1 All video surveillance equipment shall be installed by appropriate staff from the company providing the equipment or by staff from the NCSd maintenance sub-division.
- 7.3.2 Video surveillance cameras must not be directed towards property or windows of property adjacent to the district's property or buildings.
- 7.3.3 Video surveillance cameras must not be installed in areas where there is a higher expectation of privacy, such as change rooms and bathrooms.
- 7.3.4 Video surveillance monitors must be located in a secure space away from public view.

200.4(7.4) Access to recordings from video surveillance

- 7.4.1 The School Administrator or relevant manager is authorized to view the recordings from video surveillance that s/he has approved.
- 7.4.2 Access to recordings shall be limited and other Nova Central School District employees may only view video surveillance recordings as necessary and as authorized by the school administrator or relevant manager.
- 7.4.3 An individual who is the subject of a recording has the right to request access to the recording, in accordance with the *Access to Information and Protection of Privacy Act*. Access in full or in part may be refused on grounds set out in the legislation.
- 7.4.4 A log must be maintained of all viewings of recordings noting the date and time of the viewing and the person(s) involved.

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

Video recordings obtained in accordance with this policy and related procedures may be:

- 7.5.1 Used as evidence in any disciplinary action brought against a student, employee, or volunteer by the district.
- 7.5.2 Used in any inquiries or proceedings related to law enforcement and legal action.

200.3(7.6) Storage of recordings from video surveillance

- 7.6.1 All recordings from video surveillance must be stored in a secure location with restricted access.
- 7.6.2 All recordings must be clearly labeled, dated and numbered.

200.3(7.7) Disposal of recordings from video surveillance

- 7.7.1 All recordings from video surveillance must be disposed of in such a way that the personal information cannot be reconstructed or retrieved.
- 7.7.2 Recordings which are not viewed/used may be disposed of after seven (7) days. This may include recording over previous recordings.
- 7.7.3 Recordings which are used for investigative and/or disciplinary purposes must be maintained for at least six months after they are used or until such time as legally required, or otherwise required by the Director of Education.