



Northeastern Catholic District School Board

VIDEO SURVEILLANCE

Policy Number: I-1

Authority: 99/25/12-176/19-145

POLICY STATEMENT

The NCDSB takes the responsibility of student and staff safety very seriously. To that end, and in compliance with its responsibility and duty of its employees as per the *Education Act*, video surveillance equipment will be utilized. Video surveillance and the resulting records are to be used for inquiries and proceedings related to maintaining the health, welfare, safety and security, for the protection of property and any criminal activity-affecting students, staff, and visitors while on school board premises.

REFERENCES

- *Education Act*
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Video Surveillance Cameras in School Guidelines (Privacy Information Commission)
- E-34 Safe Schools Policy
- E-30 Joint Transportation Policy
- P-4 Personal Information Management Policy
- API004 – Video Surveillance Procedure

DEFINITIONS

Board Property includes school buildings, grounds, and facilities under the jurisdiction of the Board.

Video surveillance equipment refers to video, physical or other mechanical, electronic, or digital surveillance system or device that enables continuous or periodic video recording, observing, monitoring of individuals in school buildings and on school premises.

Personal information is defined in this context as recorded information about an identifiable individual as per MFIPPA.

Covert surveillance is defined as the secret, continuous or periodic observations of persons, vehicles, places, or objects to obtain information concerning the activities of individuals which is then recorded in material form, including notes and photographs.

Overt Surveillance is defined as the unconcealed use of video for monitoring purposes to record activities for historical review.

POLICY REGULATIONS

- 1.1. Video surveillance is to be used to accomplish four important goals in the NCDSB:
 - 1.1.1. To enhance the safety of students, staff and all school community members.
 - 1.1.2. To protect Board property against theft and vandalism.
 - 1.1.3. To assist in identification of intruders.
 - 1.1.4. Support implementation of Ministry of Education's Safe Arrival Program.
- 1.2 The NCDSB reserves the right to consider and employ lawful "covert surveillances" on a case by case basis in consultation with the appropriate Supervisor. Covert video surveillance shall only be used in specific, limited circumstances as an investigative tool related to criminal or illegal activity.
- 1.3 Notice signs shall be installed at all properties with video surveillance systems, in accordance with the notification requirements of MFIPPA. Signs will be prominently displayed so the public has reasonable and adequate warning that surveillance is or may be in operation before entering the area.
- 1.4 Cameras will not monitor areas where students and staff have an expectation of privacy, such as change rooms and washrooms.
- 1.5 Any information obtained through video security surveillance systems may only be used for the purposes set out in the policy and must relate to the protection of students, staff and members of the public, including discipline or consequences that may arise from that, or it must assist in the detection and deterrence of criminal activity and/or vandalism. Information should not be retained or used for purposes other than those described in the policy.
- 1.6 Where applicable and appropriate, this policy shall be incorporated into training and orientation programs of the NCDSB.
- 1.7 Only authorized individuals may review the information. Circumstances which would warrant review will normally be limited to an incident that has been reported/observed or to investigate a potential crime.
- 1.8 A strict maintenance program shall be adhered to for video cameras, including image refocusing and lens cleaning. The Information and Communication Department is responsible to assign the task to appropriate personnel to ensure that video camera and recording equipment are operating properly at their respective locations.
- 1.9 The retention period for information recorded that has not been viewed for law enforcement, school or public safety purposes shall not exceed 30 days.
- 1.10 When recorded information has been viewed for law enforcement, school or public safety purposes, Section 5 of the Ontario Regulation 823 under the Municipal Act, and Section 5(1) of

Ontario Regulation 460 under the Provincial Act, requires that personal information must be retained for one year.

- 1.11 Video surveillance shall not be used for the purpose of monitoring staff performing their assigned duties.
- 1.12 The Director of Education and/or their designate (ex. Privacy Information Management, PIM Coordinator) shall be responsible for the Board's compliance with the Board's privacy obligations under the Act and this policy.