

## POLICY

<b>Policy Title</b>	Video Surveillance
<b>Policy Holder</b>	Organizational Effectiveness
<b>Policy Approver(s)</b>	Senior Team
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Appendices</b>	1
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	April 12, 2013
<b>Next Review Date</b>	

### Purpose

Confederation College recognizes that the success of its constituent members is dependent on their individual and collective sense of personal safety and security. To that end, Confederation College is committed to providing a safe and secure environment for all members of the College community. The College will ensure that its facilities and property are secure from theft, vandalism or similar behaviour, so that they may be enjoyed by all members of the College community.

The open nature of the educational environment means that the College and the College Community are exposed to a variety of behaviours, which may include criminal or unlawful behaviours, or other forms of misconduct. The use of video surveillance cameras provides an effective tool for the College to address unlawful behaviours and misconduct. It also serves a deterrent and preventative function, and provides assistance in any subsequent investigations should such behaviours occur.

The purpose of this policy is to articulate and regulate the use of video surveillance cameras on college property to better ensure the safety and security of all members of the College community, in keeping with the College's statutory and educational mandate, and to ensure the security of its facilities and other property.

### Scope

This policy applies to all College Property.

### Definitions

**Cameras**

The video recording cameras and other devices capable of capturing and recording video images used in video surveillance systems for video surveillance purposes.

**College Property**

Any property, including, without limitation, any grounds, buildings, structures and facilities – owned, leased, licensed, operated or used under the aegis of the College, including, without limitation, the lands, together with any developed space, green space, roadway, bikeway, walkway, parking facility or space, and other spaces or improvements thereon as may be designated by the College.

**Community Members**

Those persons who learn, work, live or otherwise carry out activities on the College property, particularly, the students and employees of the College. Community members also include members of committees established by the College, volunteers, contractors, individuals providing service, tenants, individuals or groups who rent or use College facilities or resources, visitors, applicants and guests.

**Senior Manager**

The Senior Manager, Public Safety, or the Senior Manager's designate, who shall normally be the Public Safety Lead.

**Freedom of Information (FOI) Coordinator**

The College employee (the Senior Manager, Human Resources) who has been delegated responsibilities for the Ontario Freedom of Information and Protection of Privacy Act.

**Video Surveillance**

The coordination, management, operation, maintenance, monitoring and use of video surveillance systems and cameras.

**Video Surveillance System**

A closed circuit television system using cameras that transmit visual information over a closed circuit through electrically conducting cable or wireless transmitter and receiver to a monitoring screen or temporary recording devices, or both.

**Policy Statements**

## 1. Authority/Principles

- 1.1. The College reserves the right at all times to maintain full jurisdiction and control over College Property and any and all activities that occur there.
- 1.2. Confederation College is committed to providing a safe and secure learning environment for all Community Members as stated more fully in section 1 of this Policy.
- 1.3. As part of this commitment, the College may use video surveillance to assist with the prevention and deterrence of criminal and other unlawful behaviour, as well as to assist with any investigations should unlawful behaviour occur.
- 1.4. Under the Senior Manager's leadership, Public Safety shall be responsible for video surveillance on College property.
- 1.5. The College collects personal information in accordance with the Ontario Freedom of Information and Protection of Privacy Act. Personal information collected through video surveillance is collected under the authority of the Ontario Colleges of Applied Arts and Technology Act to assist the College to carry out its objectives under that statute, and under the authority of the Ontario Occupiers' Liability Act.

## 2. Video Surveillance

- 2.1. Areas of the College property may be subject to video surveillance where there is a heightened safety and security risk, including without limitation:
  - 2.1.1. College property boundaries, entrances to and exits from College property, the perimeters of buildings, entrances and exits to buildings and facilities, lobbies and corridors, loading docks, special storage areas or cashier locations;
  - 2.1.2. areas subject to access control systems; and
  - 2.1.3. any publicly accessible areas including, but not limited to, pedestrian walkways, parking lots and campus roadways.

## 3. Public Notices and Signage

- 3.1. The College will post, as appropriate, signs giving notice of the possible use of video surveillance on the College property. Examples of appropriate locations include entry doors to buildings where Camera(s) are located, a wall area near the Camera(s), or other perimeter locations.
- 3.2. Notification of video surveillance will be included in the Student Handbook. Such notification will outline the need and general parameters considered in Video Surveillance.
- 3.3. Notification of video surveillance may be presented in several ways including, on websites, in signs and pamphlets and should include the following:

"You are entering an area that is subject to video surveillance, and may be monitored by video surveillance cameras.

The personal information collected by the cameras at this location is collected under the authority of the Ontario Colleges of Applied Arts and Technology Act, and the Ontario Occupiers' Liability Act.

The information is collected to ensure the safety and security of College employees, students, visitors and property. Any questions about this collection can be directed to Facilities Services, 475-6624.”

Refer to Appendix A: *Video Surveillance Signage*.

#### **4. Privacy**

- 4.1. Cameras shall not be directed through the windows of any residential dwelling, including any College residence, or through the windows of any College or non-College location where an individual has a heightened expectation of privacy, except for the purposes of law enforcement as permitted further to the Freedom of Information and Protection of Privacy Act
- 4.2. Cameras are prohibited in areas where there is a heightened expectation of privacy such as washrooms, change rooms, and in residential suites, such as Sibley Hall Residence, except for the purposes of law enforcement as permitted further to the Freedom of Information and Protection of Privacy Act
- 4.3. Cameras are prohibited in private offices, except as described in Section 3.6. Non-Application of Policy.

#### **5. Prohibited Surveillance**

Video surveillance will not be used for the purpose of monitoring student or employee performance, except as described in Section 3.6, Non-Application of Policy.

#### **6. Non-Application of Policy**

- 6.1. This policy does not apply to any of the following:
- 6.2. The use of video recordings as part of the academic teaching or research responsibilities of the College.
- 6.3. The use of covert video surveillance by the College or its agents in the course of specific investigations of possible misconduct or criminal or unlawful behaviour.

#### **7. Video Surveillance Access**

- 7.1. Access to video surveillance systems shall be strictly controlled and shall normally be restricted to Public Safety employees and to outside service providers who require access to fulfill their contractual obligations.
- 7.2. Other College employees may be permitted access to personal information recorded by a camera or stored in the video surveillance system, provided that such employees require access to perform their duties to the College and further provided that the employees receive the Manager’s approval, in advance.

#### **8. Video Surveillance Training and Awareness**

- 8.1. Public Safety employees, outside service providers and any person having video surveillance responsibilities under this policy shall be appropriately trained in matters relating to privacy protection, as well as to the proper, confidential use of information obtained in the course of video surveillance.

- 8.2. Any other College employee who, as part of his or her duties, may have access to personal information recorded by a camera or stored in the video surveillance system shall be made aware of his or her obligations to keep such information confidential prior to being given access to the information.

## 9. Confidentiality and Release of Information

- 9.1. Public Safety shall preserve confidentiality with respect to all information obtained in the course of video surveillance. Public Safety shall not communicate the information to any other person except in accordance with the use and disclosure provisions of the Freedom of Information and Protection of Privacy Act.
- 9.2 Any employee who, as part of his or her duties, may have access to personal information recorded by a camera or stored in the video surveillance system shall also preserve confidentiality of such information and comply with the Use and Disclosure provisions of the Freedom of Information and Protection of Privacy Act.
- 9.3 If the College uses the services of any outside service providers such that those providers may have access to personal information recorded by a camera or stored in the video surveillance system, the College shall ensure that the service providers and their employees review and agree to abide by the terms of this Policy, and shall, where appropriate, require Confidentiality Agreements to be signed.
- 9.4 Should an unauthorized disclosure of personal information stored in the Video Surveillance System occur, the Senior Manager, Public Safety, shall immediately inform the FOI Coordinator to ensure that the privacy breach is appropriately dealt with.

## 10. Access to Information

- 10.1. Any community member may request to view his or her personal information that has been captured by the video surveillance system. Access requests shall be considered in accordance with the Freedom of Information and Protection of Privacy Act. Without limiting the generality of the foregoing, access may be denied for any of the following reasons:
- 10.1.1 when access would constitute an unjustified invasion of another person's privacy;
- 10.1.2 when access may interfere or affect the outcome of any ongoing security or law enforcement investigation;
- 10.1.3 when there is reason to believe that access may threaten the well being of any individual; or,
- 10.1.4 when access may reveal sensitive or confidential information.

10.2 Access requests should be made in the first instance to the Senior Manager, Public Safety. In the event the initial access request is denied, an appeal of that decision may be formally made to the FOI Coordinator.

10.3 Any person who is denied access to his or her personal information has the right to appeal that decision to the Information and Privacy Commissioner of Ontario. The College's FOI Coordinator will provide further information and direction on this process.

## **11. Copying & Retention of Information**

11.1. Video surveillance recordings are confidential, subject to legislation, legal proceedings, and College policy.

11.2. Copies of video surveillance recordings may be made where the College needs to use the recording, or for investigative or evidentiary purposes, including where necessary for these purposes, backup copies.

11.3. Video surveillance recordings that are not used or accessed by the College will be retained for a period of not less than seven (7) days and not more than thirty (30) days.

11.4. Video surveillance recordings used by the College will be retained for the longer of a period of one (1) year following the last use of the recording or the conclusion of any proceedings in which the recording is being used (including any appeal proceedings and time frames).

## **12. Responsibilities**

12.1. The Senior Manager, Public Safety, reporting to the Executive Director, Strategic Planning and Organizational Development, will be responsible for:

- the administration of this policy and the coordination of responsibilities under this policy;
- video surveillance on College property;
- the approval of the use of video surveillance systems for safety and security purposes on College property;
- the authorization of and selection of camera locations, and the coordination of video surveillance system installations on construction projects of new buildings or renovations to existing buildings;
- the development of technical standards and specifications for video surveillance systems;
- the identification of an individual or individuals responsible for each College campus where video surveillance systems are installed;
- the coordination of appropriate training of College employees and outside service providers;
- coordinating, managing, operating, maintaining and using video surveillance systems; and
- facilitating an annual compliance audit with respect to this policy and making recommendations for improvement.

12.2 Persons identified as being responsible for a College campus where video surveillance systems are installed shall be responsible for:

- identifying persons having video surveillance responsibilities;
- training persons having video surveillance responsibilities;
- adhering to standards established under this Policy;
- ensuring proper supervision;
- maintaining confidentiality of recorded images; and
- ensuring the placement of proper signage.

### 13. Violations

Any person who violates this Policy may be subject to discipline, and/or sanctions, further to the *Workplace Discipline Policy*, the *Student Code of Conduct Policy*, or further to the terms of a prevailing contract and/or agreement.

### Revision History

Version	Change	Author	Date of Change