



## **VIDEO SURVEILLANCE** **POLICY**

### **OBJECTIVE**

Develop a policy for the use of video surveillance that complies with the Freedom of Information and Privacy Act; and to ensure consistency of video surveillance use.

### **PURPOSE**

Vulcan County recognizes the need to balance an individual's right to protection of privacy against the County's duty to promote a safe environment for all citizens, and to protect County property.

These guidelines do not apply to covert or overt surveillance cameras being used as a case-specific investigation tool for law enforcement purposes or in contemplation of litigation. They are also not intended to apply to workplace surveillance systems installed to conduct surveillance of employees.

### **1. DEFINITIONS**

- 1.1. County as referred in this policy, shall include all departments and offices which make up Vulcan County administration, as well as any agent of Vulcan County Council which has agreed to be bound by this Policy.
- 1.2. Covert Surveillance refers to the secretive continuous or periodic observation of person, vehicles, places or objects to obtain information concerning the activities of individuals.
- 1.3. FOIP means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25.
- 1.4. Overt Surveillance refers to the non-secretive continuous or periodic observation of person, vehicles, places or objects to obtain information concerning the activities of individuals.

- 1.5. Personal Information is defined in Section 1(1)(n) of the FOIP as recorded information about an identifiable individual. It includes the individual's race, colour, national or ethnic origin; the individual's age or sex; the individual's inheritable characteristics; information about an individual's physical or mental disability; and any other identifiable characteristics listed in that section.
- 1.6. Record is defined as a record of information in any form and includes books, documents, maps, drawings, photographs, letters, vouchers and paper and any other information that is written, photographed, recorded or stored in any matter, but does not include software or any mechanism that produces records.
- 1.7. Video Surveillance means videotape or any other tape, compact disk, disk, digital video recorder or any other device used to store information captured from a video surveillance system.
- 1.8. Video Surveillance System means a closed circuit television, camera, video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces on Vulcan County owned or operated property.

## **2. PROCEDURE**

This Policy allows for the installation and use of a Video Surveillance System at County properties only within the parameters and subject to the conditions established by this Policy.

### **2.1. Installation of Surveillance Equipment**

- a) Reception equipment such as video cameras may be installed in identified public areas where surveillance is a necessary and viable detection or deterrence activity.
- b) Reception equipment shall not be positioned, internally or externally, to monitor areas outside a building, or to monitor other buildings, unless necessary to protect external assets or to ensure personal safety. Cameras should not be directed to look through the windows of adjacent buildings.
- c) Equipment shall not monitor any areas where the public and employees have a reasonable expectation of privacy.

- d) Only the Chief Administrative Officer, Information Technology Staff, or authorized contractors should have access to the system's controls and to its reception equipment.

## 2.2. Public Awareness of Cameras

- a) The Public must be notified, using clearly written signs prominently displayed; allowing ample warning that surveillance is or may be in operation before entering any area under surveillance.
- b) Notification signs should be at the perimeter of surveillance areas, advise that the area is or may be under surveillance, and state who can be contacted to answer questions about privacy or provide information about the use of video surveillance.

## 2.3. Limiting Use, Disclosure and Retention of Personal Information

- a) All storage of devices that are not in use should be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used should be numbered and dated.
- b) The recorded images may be disclosed to any of the following for the purpose of an incident that has been observed, reported or is suspected to have occurred:
- Law enforcement agencies
  - Staff or person(s) as designated by the Chief Administrative Officer
  - The individual who is the subject of surveillance on relation to an identified incident
- c) Recorded images shall be released to third parties or applicants in compliance with the provisions contained in FOIP and any rules or regulations thereunder.
- d) The guidelines for retention of recorded information is supplementary to Vulcan County's Record Retention Policy.
- e) Old storage devices must be securely disposed of by shredding, burning, magnetically erasing or otherwise permanently deleting the information.

### **3. RESPONSIBILITIES**

#### 3.1. County Council

- a) Approve the Policy and any subsequent amendments.

#### 3.2. Chief Administrative Officer

- a) Conduct periodic assessments to ensure compliance with this policy
- b) Assist Department Heads with the administration of this Policy
- c) Ensure that any new legislation and guidelines pertaining to the use of video surveillance are incorporated into this Policy, as required
- d) Review all proposed changes to existing video surveillance systems and newly proposed systems to ensure that they meet all the requirements of this Policy; and determine who shall have access to view storage devices.

#### 3.3. Department Heads

- a) Ensure the requirements of this Policy are adhered to
- b) Budget for the costs of their surveillance requirements

#### 3.4. IT Services

- a) Establish and maintain an internal reporting network relating to control mechanisms and advise the Department Heads and/or the Chief Administrative Officer

#### 3.5. Employees and Contractors with Access to Video Surveillance Systems

- a) Review and comply with this Policy in performing their duties and functions related to the operation of a surveillance system. If a contractor fails to comply with this Policy or the FOIP, it will be considered a breach of contract
- b) Employees who breach this Policy may be subject to disciplinary action