

SURVEILLANCE TECHNOLOGY

Belief

The Division believes surveillance technology may be used to help ensure the safety and security of students and staff.

Guidelines

1. Section 32(c) of the Freedom of Information and Protection of Privacy Act allows the use of video cameras to collect personal information if that information relates directly to and is necessary for the operating program or activity of the public body.
2. Parents, students, and staff will be notified that surveillance may occur.
3. The use of surveillance technology will respect individual rights to privacy as deemed reasonable under the circumstances.
4. Surveillance technology shall be used to promote the order, safety, and security of students, staff, and property.
5. The Associate Superintendent Business must be consulted in writing prior to the implementation of any surveillance program. The written notification will include.
 - 5.1 Reason for use of surveillance equipment.
 - 5.2 Time frame equipment will be used.
 - 5.3 Whether or not recording is involved with the monitoring.
 - 5.4 Location of equipment, i.e., camera, monitor, recording equipment.
 - 5.5 Who will handle any recorded images?
 - 5.6 Whether or not the equipment will be exposed or hidden.
 - 5.7 How the public will be advised that surveillance equipment is in use.
 - 5.8 Assessment of the effects of the proposed system on privacy.
6. The Transportation Manager is responsible for the application of this administrative procedure on school buses.
7. The site administrator is responsible for the application of this administrative procedure at the site level.
8. Notice must be included in parent/student handbooks that surveillance technology may be used.

9. Sites and school buses will post notifications when surveillance technology (e.g., video cameras) is in use.
11. Storage/Security
 - 11.1 All recordings will be stored and secured to ensure confidentiality.
 - 11.2 Recordings will normally be stored for 30 days after initial recording, whereupon such recordings will be erased.
 - 11.3 Recordings held for review of incidents will be maintained in their original form pending resolution. The recording will be erased or retained as necessary.
12. Viewing Requests
 - 12.1 Requests for viewing of recordings will be limited to the appropriate Division personnel, parent, guardian, or student 18 years or older and others as deemed appropriate by the Associate Superintendent Business.
 - 12.2 Requests for viewing shall be made within 5 school days of the date of the recording.
 - 12.3 Only the portion of the recording concerning a specific incident(s) will be made available for viewing.
 - 12.4 Approval/denial for viewing will be made within five school days of receipt of the written request and communicated to the requesting individual(s).
 - 12.5 Recordings will be made available for viewing within three school days of the request approval.
13. Viewing
 - 13.1 Actual viewing will be permitted at a secure location at the site, or as otherwise required by law.
 - 13.2 All viewings will include the Site Supervisor (or designate) and others as deemed appropriate by the Associate Superintendent Business.
 - 13.3 A written log will be maintained of those viewing the recordings including date of viewing, reason for viewing, and the date the recording was made.
 - 13.4 Recordings remain the property of the Division.

Reference: Section 12, 16, 60, 61, School Act
Freedom of Information and Protection of Privacy Act