



Northeastern Catholic District School Board

VIDEO SURVEILLANCE

Administrative Procedure Number: API001

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)

Guidelines for the Use of Video Surveillance, 2015 (Information and Privacy Commissioner of Ontario)

NCDSB Policy

E-30 Joint Transportation

E-34 Safe Schools

I-1 Video Surveillance

I-2 Responsible Use of Information Communication & Technology

E-24 Personal Information Management

NCDSB Procedure

Personal information is defined as being recorded information about an identifiable individual, which includes, but is not limited to , information related to an individual's race, colour, national or ethnic origin, sex and age.

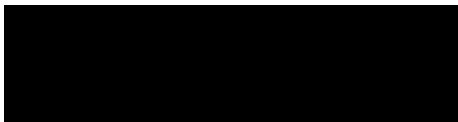
Covert surveillance is defined as the secret, continuous or periodic observations of persons, vehicles, places, or objects to obtain information concerning the activities of individuals which is then recorded in material form

PROCEDURES

1-800-463-0111 / 705-268-7443 / 705-267-3590 / www.ncdsb.on.ca

1.0 AUTHORIZATION TO USE SURVEILLANCE EQUIPMENT

1.1 The Principal and/or designate



- 1.6 Public notification signs clearly written and prominently displayed, notifying individuals of the recording and school office contact information for any questions, must be in place in areas that are subject to video surveillance.
- 1.7 Remote access will only be used by the Manager of Information Communication & Technology and/or designate, the Manager of Plant and Facilities and/or designate to assist and support investigation of serious incidents and to maintain the deployed systems.
- 1.8 The Superintendent of Business and/or designate will be responsible to ensure that service providers are aware of and comply with this procedure when video surveillance is required on school vehicles.

2.0 INSTALLATION OF VIDEO SURVEILLANCE EQUIPMENT

- 2.1 Video surveillance equipment will be installed only by a designated employee or third-party service provider of the Board.
- 2.2 Video monitors will not be located in an area that allows for public viewing.
- 2.3 Video surveillance equipment will be installed in a way that it only monitors areas that have been identified as requiring video surveillance. Cameras will not be directed to look through the windows of adjacent buildings or onto adjacent property. Cameras will be operated continuously.
- 2.4 If the video surveillance equipment is adjustable by the operators, this practice will be restricted so that the operators will not be able to adjust or manipulate the equipment to overlook areas not intended to be covered.
- 2.5 Maintenance of the cameras and the video surveillance equipment is the responsibility of the Information Communication & Technology with support from the Plant and Facilities Department and the third-party service provider of the Board.
- 2.6 The annual preventative maintenance program for recorders and cameras will include refocusing and lens cleaning while ensuring that the equipment is operating properly and in accordance with the man (a)2yh (v)3 (e)-1 (n)6 (t)-4 (at)-4 1dthesc '/CS1TSI. yth s

- 6.3 In the event of a breach of privacy the Principal will:
- i) Identify the scope of the potential breach and take steps to contain it;
 - ii) Identify those individuals whose privacy was breached and, barring exceptional circumstances, notify these individuals accordingly;
 - iii) Notify the Director of Education and the Privacy Information Management Officer of the Board.

7.0 COVERT SURVEILLANCE

- 7.1 Prior to the use of covert surveillance a case must be presented by the Principal and/or the Department Manager to the Director of Education for approval on the grounds that covert surveillance is essential to the success of a possible criminal investigation and the need outweighs the privacy of the persons likely to be observed.
- 7.2 The case and supporting documentation must identify the benefits which will be derived from the investigation.
- 7.3 The covert surveillance must be time limited and case specific.