



## **Purpose**

To establish clear guidelines that pertain to the use of Closed Circuit Television (CCTV) Video Surveillance Technology used in the South Shore Regional Centre for Education.

## **Introduction**

With the increased use of CCTV systems present throughout the South Shore Regional Centre for Education there is a need to establish clear guidelines that can consistently be followed surrounding their use. CCTV systems capture and record personal information, and therefore, should be treated in accordance to the Nova Scotia Freedom of Information and Protection of Privacy Act (FOIPOP), Canadian Personal Information Protection and Electronic Documents Act (PIPEDA) and any other overarching government legislation.

## **Scope**

These guidelines have been created to apply to permanent and semi-permanent CCTV installations that have been installed at sites under the jurisdiction of the SSRCE. It is not meant to apply to situations where video recording occurs as part of a performance, ceremony, sports event or educational activity. Any partner or service provider of the SSRCE will also abide by the guidelines set forth in these guidelines.

## **Definitions**

**CCTV (Closed Circuit Television):** A closed system where signals are recorded and/ or monitored primary for surveillance and security purposes.

**VPN (Virtual Private Network):** A network connection that utilizes a public network, such as the Internet, to remotely and securely connect to a private network.

**Firewall:** A computer system that is designed to block unauthorized access.

## **Responsibilities**

**Regional Executive Director of Education:** The Regional Executive Director of Education, or designate, may monitor, search, and download footage on the CCTV system. The Regional Executive Director of Education, or designate, will authorize the external release of CCTV footage.

**School Administration:** It is the responsibility of the school administration to monitor, search and download any needed footage on the school based CCTV system. It is also the responsibility of the school administrator to consult with the SAC and Regional Executive Director prior to any new camera installations and to maintain a digital log of installations, modifications and usage of video footage.

**Supervisor of Technology Services:** The Supervisor of Technology Services will implement the installation or relocation of any camera which is part of a school based CCTV system, following the consultation with the SAC and Regional Executive Director.

**Communications Officer:** The Communications Officer or other person in charge of FOIPOP for the region will maintain a log of all externally released footage.



**Information Technology (IT) Division:** It is the responsibility of the IT Division to install, administer and maintain all school based CCTV systems. Assistance of the Property Services Division will be sought if electrical expertise is needed. The IT Division will also be responsible for training users on the use of school based CCTV systems.

**Coordinator of Transportation:** The Coordinator of Transportation will approve the installation or relocation of any camera which is part of a bus based CCTV system. It is the responsibility of the Transportation Supervisor to monitor, search and download any needed footage on the bus-based CCTV system.

**Private Service Provider:** It is the responsibility of the service provider to install, administer and maintain all CCTV systems within sites and buses under their control. The service provider will also be responsible for training users on the use of CCTV systems.

## **Specific Procedure**

### **System Installation**

- Cameras may be installed on the exterior and interior of buildings in non-instructional areas, learning commons, and on school buses. Every attempt will be made to adjust cameras so their field of view will only capture areas that are of relevance and take into account the privacy of neighbours.
- Schools must first consult with SAC and the Regional Executive Director prior to placing any new cameras in schools. The Regional Executive Director will validate the reason for installation.
- The Supervisor of Information Technology will assign an Information Technology Support Specialist for installation and modifications. The Coordinator of Property Services will assign an electrician for all wiring needs outside of the scope of an Information Technology Support Specialist.
- Cameras are installed, by a service provider, on designated buses. They are housed in the bus interior and protected by a lock box and key system.
- Cameras shall not be located in areas where there is a heightened expectation of privacy, such as washrooms or locker rooms.
- All CCTV system consoles will be located in a secure location, or protected by a secured authentication method to prevent unauthorized searching and downloading of footage.
- The school shall maintain a log of to track when video footage is used, existing equipment is modified or new equipment is installed.

### **System Access**

- Access to CCTV systems will be to designated users only and will be controlled by use of a secured authentication method. Users are designated by the authorizer in the CCTV Usage Log.
- All users who access CCTV systems will sign a copy of this document for file, indicating they have read it and will abide by its guidelines.
- Real-time viewing of CCTV system may be delegated by an authorized user for the purpose of building entrance security and verification. Other real time viewing should be limited and there should be no continuous monitoring of real time or recorded video.
- Buses have controlled CCTV viewing once an incident occurs. Real time viewing is not available.
- All CCTV systems will be protected from the Internet by residing behind a firewall. If remote access is needed VPN technology will be used.



### **System Use**

- The primary use of CCTV systems is to help ensure a safe, positive and effective learning environment. CCTV systems are used to protect property against theft, vandalism and unlawful activity. CCTV systems may be used to monitor for the compliance of Centre for Education policies.

### **Data Retention**

- CCTV systems will be configured to record continuously and will re-write over aged data on a rotational basis. Any footage that needs to be secured for future review should be downloaded within two weeks of the incident. Failure to download footage within two weeks may result in loss of footage.
- No CCTV footage will be downloaded on personal owned devices.
- All storage media that contains CCTV footage will be stored in a secure location. If footage is no longer relevant, the storage media will be destroyed in a way that ensures it is un-recoverable.

### **Signage and Notification**

- Signage will be clearly posted at sites where CCTV systems are in place. Signage will be located in multiple locations, such as entrances and lobbies. Signage will provide adequate warning that CCTV surveillance is in place and provide contact information if further information is sought. This includes notification of public where cameras capture images off school property.
- Public notification of the presence of CCTV systems should be present on the school website and in the student handbook. At the beginning of the school year a notice may be sent home with students to notify parents of CCTV presence. Refer to Appendix B of this document for wording.

### **Release of Footage**

- In the event that footage is requested by an external party the Regional Executive Director of Education, or designate, will authorize the release of footage.
- Personal information shall not be collected by or for public body unless That information is collected for the purpose of law enforcement (FOIPOP)
- SSRCE will comply with a FOIPOP request through the Provincial Privacy Commission or with authorities as required at their request for footage upon being presented with a legal request such as a production order, warrant, subpoena or another form of an official legal order.
- Upon the release of any footage external to the SSRCE, it will be logged using the form in the Appendix A of this document and a copy will be kept on file with the Communications Officer or the person in charge of FOIPOP, along with any supporting documentation.
- In cases of a red light violation involving a school bus, video footage is provided to the police as support to the complaint. This does not require completion of the CCTV footage log.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Appendix A

**CCTV Footage Usage Log**

Site: \_\_\_\_\_

Authorizer: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Used for (Circle One): Internal Purposes      External Release

Viewer / Requestor Name: \_\_\_\_\_

Requestor Address (Complete if External): \_\_\_\_\_

Requestor Telephone Number: \_\_\_\_\_

Purpose for Release: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Memo Stating Presence of Video Surveillance Systems**

The South Shore Regional Centre for Education uses video surveillance to ensure a safe, positive and effective learning environment. CCTV systems are used to protect property against theft, vandalism and unlawful activity. CCTV systems may be used to monitor for the compliance of Centre for Education policies.

It is recognized that video surveillance captures personal information and we have taken steps to protect privacy rights. Only designated staff have access to view the information recorded and access is strictly controlled.

Further information pertaining to our use of video surveillance may be obtained by contacting The Communications Officer or person in charge of FOIPOP at SSRCE.