

Statement of Policy

Greater Saskatoon Catholic School division places highest priority on student and staff safety. In addition to stewardship of students and staff, Greater Saskatoon Catholic Schools is called to be appropriate stewards of fiscal assets. Video surveillance contributes to safe learning and working environments and the protection of school division assets.

In implementing any video surveillance system Greater Saskatoon Catholic Schools recognizes safety for students and staff includes honouring privacy within the school context. Any use of video surveillance in Greater Saskatoon Catholic Schools must be in accordance with the provisions of this policy.

Rationale

Video surveillance cameras are used to accomplish the following goals:

- To enhance the safety of students, staff, and the community
- To protect Board property against theft or vandalism
- To assist in the identification of intruders and of persons endangering the health, well-being or safety of school community members

Authority

- The Education Act 1995
- The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)
- Privacy Act (SK)
- Saskatchewan Human Rights Code
- Policy GBG-Employee Health and Safety

Procedures

1. Current Standard for Video Surveillance Installation

a. Acceptable Locations for Video Surveillance

Video surveillance cameras may be placed on the external structure of a building or internally facing an entrance/exit within a building.

The Director or designate in collaboration with school administration may approve internal video cameras facing inside the school to monitor areas when:

- i. It has been determined there is an imminent or likely risk to the safety of students, staff and community.
- ii. A significant or recurring theft, bullying or assault has occurred.
- iii. When it has been deemed an imminent risk exists, internal video surveillance camera(s) may be used only until it is reasonable to assume the immediate threat of safety, theft and/or vandalism has passed. Warning of video surveillance signs will not be used in these instances.

- iv. Covert video surveillance may be authorized by the Director or designate, in exceptional circumstances for limited periods, where necessary for purposes of safety or investigation. Warning of video surveillance signs will not be used in these instances.

b. Rental Area Video Surveillance

The Director or designate may approve video surveillance camera(s) in rental areas of a school to monitor vandalism or misuse of division property by rental groups. These cameras will be operational outside of regular school hours.

c. Requesting Surveillance Cameras

The Director or designate must approve all requests for surveillance cameras. A written or email request from the school principal must be provided to the Director of Education or designate outlining rationale for the video surveillance request within a Board of Education building or on Board of Education grounds.

The rationale must include evidence of consideration for and/or use of less invasive alternatives (ie: adapted supervision practices). The Network Superintendent must be informed of any request and placement of video surveillance cameras.

d. Unacceptable Locations for a Security Camera

Video surveillance cameras are not to be used in change rooms or washrooms.

2. Video Surveillance Camera Installation on School Buses

The Director of Education or designate may authorize the installation of video surveillance cameras on school buses or other vehicles owned, contracted, or operated by the Board of Education. The video monitoring equipment shall be in operation to monitor pupil behaviour or ensure the safety of students and staff as determined necessary by the Director of Education or designate.

3. Notification

Except in the situation referenced in Procedure 1. a. iii & iv, a clear and prominently displayed sign advising of the presence of video surveillance cameras at a particular location must be posted to provide reasonable and adequate warning that surveillance is or may be in operation.

The school principal shall inform staff, pupils, and parents at the beginning of each school year that the School Division will be monitoring all activity that occurs at designated monitoring points throughout the school year and explain the purpose for the monitoring.

4. Access to Video Surveillance Equipment

Only employees or contractors of the Board designated by a Senior Administrator will install video surveillance cameras. Only employees or contractors designated by a senior administrator will be permitted to have access to video surveillance cameras, its controls, and associated equipment.

Student, staff or community use of any device including but not limited to smart phones, tablets, video or audio recorders for surveillance is not permitted or authorized.

5. Location of Viewing Equipment

A monitor or other recording media format used to view video records must not be located in a position that enables viewing by the public or unauthorized persons.

6. Identification and Security of Recordings

Video records shall be securely stored on the school division server where unauthorized personnel and pupils do not have access. All retained recordings shall be identified by date, and by the security camera location.

7. Board Review and Use of Recordings

- a. Video records will be subject to review only where a specific incident has been reported or observed, or to investigate a potential crime, legal claim, or breach of Board of Education Policy.
- b. Video surveillance shall not be used for the sole purpose of monitoring staff performance, but the employer does have the right to address performance issues captured incidentally through footage.
- c. Real-time or live video monitoring can be conducted on Greater Saskatoon Catholic School Division property when the immediate safety of staff and pupils is threatened. The school principal shall inform the Director of Education or designate of the purpose of the monitoring.
- d. School division employees with access to video surveillance cameras may only view recordings, if it is necessary for them to perform their duties.
- e. A designated employee or contractor who is responsible for the technical operations of the video surveillance system may have access to recordings for technical purposes only.
- f. School Division employees may use a video record as evidence in any disciplinary action brought against a pupil arising out of that pupil's conduct in or about Board or school property.
- g. The School Division may use video surveillance recordings for any other purpose expressly authorized by the Local Authority Freedom of Information and Protection of Privacy Act or any other applicable legislation.

8. Disclosure of Recordings to Third Parties

- a. The Director or designate must approve the disclosure of video records to third parties and inform the respective operational Superintendent.
- b. Video records shall not be disclosed to third parties except in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act* and this procedure.
- c. Disclosure of video records shall be on a need-to-know basis including the promotion of the safety and security of pupils, staff, and protection of Board

property, deterrence, and the prevention of criminal activities and the enforcement of school rules.

- d. If a video record may provide evidence in relation to a potential legal claim against the Board of Education, the recording or a copy may be forwarded to the Board of Education's insurers.
- e. Video records that may provide evidence of a crime may be disclosed to a law enforcement agency where permitted by the *Local Authority Freedom of Information and Protection of Privacy Act*.

9. Access to Recordings

- a. An individual whose personal information has been collected by a video surveillance camera has a right of access to their personal information under the *Local Authority Freedom of Information and Protection of Privacy Act*. Consequently, access may be granted to an individual's own personal information in whole or in part under this provision, unless an exemption applies in accordance with the legislation. Access to an individual's own personal information in these circumstances may also depend upon whether any exempt information can be reasonably severed from the recording.
- b. The guardian of a minor may have a right to access the minor's personal information in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act* where, in the opinion of the Director of Education or designate, the exercise of the right or power of the guardian would not constitute an unreasonable invasion of the personal privacy of the minor.
- c. A pupil may view segments of a recording relating to themselves if they are capable of exercising their own right to access under the *Freedom of Information and Protection of Privacy Act*.
- d. Pupil, parent or guardian viewing of video records must be done in the presence of a school administrator.
- e. Viewing of a video record may be refused or limited where the viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any ground recognized in the *Local Authority Freedom of Information and Protection of Privacy Act*.
- f. If a request is made for a copy of a video recording the request shall be dealt with in accordance with the provisions of the *Local Authority Freedom of Information and Protection of Privacy Act*.

10. Maintenance of Logs

A log, kept by IT Services, must be used to record each time a video recording has been disclosed to a third party entity.

11. Retention of Records

- a. Requests to retain video must be approved by the Director or designate.
- b. Video records shall be deleted within three months unless they are being retained as part of an ongoing investigation.

- c. Retained video recordings will be kept to a maximum of 10 years.

12. Violations of Administrative Application

- a. The use of video surveillance cameras is to be carried out in accordance with this administrative policy. The Board will not accept the improper use of security cameras and will take appropriate disciplinary or other action if this administrative policy has been violated.
- b. Each contractor hired by the Board, and who is involved in the operation of video surveillance cameras shall be required to agree in writing that it will comply with the *Local Authority Freedom of Information and Protection of Privacy Act* and to keep any information acquired confidential.

Date Approved

August 21, 2017

Date Amended
