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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 7282.1

## REGULATION: SURVEILLANCE

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### 1. USE OF SURVEILLANCE

- 1.1 Prior to introduction of surveillance methods or equipment, a report must be provided to the Superintendent and Secretary-Treasurer documenting the reasons surveillance is being considered, identifying less intrusive alternatives that have been considered, and why such alternatives are not sufficient or effective. The report shall document verifiable evidence justifying the proposed surveillance such as incidents of property loss, safety concerns, security breaches or other compelling circumstances. Where appropriate, the report shall also address consultation discussions with affected individuals such as students, parents, staff or members of the public.
- 1.2 Information collected through surveillance will be limited to only that which is needed to achieve the intended purpose.
- 1.3 Video surveillance equipment may be utilized in situations where alternatives are considered to be substantially less effective in achieving the intended purpose.
- 1.4 Surveillance equipment will be utilized only in areas where it is deemed necessary to address the needs as outlined under Section 1.1.
- 1.5 Absent of compelling circumstances, surveillance will not be conducted in areas where individuals may have a reasonable expectation of privacy.

### 2. INSTALLATION & OPERATION OF SURVEILLANCE EQUIPMENT

- 2.1 Video cameras, when used, will be installed only by a designated employee or agent of the School District.
- 2.2 Only authorized persons will have access to the system's controls and to its reception equipment.
- 2.3 Receiving equipment (such as video monitors or audio playback speakers) will be in a controlled access area. Only the controlling personnel, or those properly authorized by those personnel according to policy, will have access to the receiving equipment.

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- 2.4 Video monitors will not be located in a position that will enable public viewing.
- 2.5 The duration of surveillance will be limited to that necessary to achieve the purpose identified under Section 1.1.

**3.     SECURITY & RETENTION OF VIDEOTAPES**

- 3.1 Videotapes or digital video files shall be stored in a locked filing cabinet or in a secure manner in an area to which only authorized persons have access.
- 3.2 Videotapes or digital video files may never be sold, publicly viewed or distributed except as provided under this policy or in accordance with appropriate legislation.
- 3.3 Where an incident raises the prospect of a legal claim against the School Board, the tape or digital video file, or a copy of it, shall be sent to the School Board's insurers.
- 3.4 Videotapes or digital videos shall be erased within one month unless they are being retained at the request of the building administrator, board officer, employee, parent or student for documentation related to a specific incident, or are being transferred to the Board's insurers or the R.C.M.P.
- 3.5 Logs shall be kept of all instances of access to, and use of, recorded material.
- 3.6 Videotapes or digital videos retained under 3.4 shall be erased as soon as the incident in question has been resolved. In a case where the videotape or digital video has been used in the making of a decision about an individual, it must be kept for a minimum of one year as required by the *Freedom of Information and Protection of Privacy Act*, unless earlier erasure is authorized by on or behalf of the individual.

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**4. VIEWING OF VIDEOTAPES OR DIGITAL VIDEOS BY PARENTS, GUARDIANS, STUDENTS AND/OR EMPLOYEES**

- 4.1 Subject to Section 4.6, parents or guardians requesting to view a segment of tape or digital video file that includes their child/children may do so.
- 4.2 Subject to Section 4.6, employees requesting to view a segment of tape or digital video file that includes that individual employee may do so.
- 4.3 Students may view segments of tape or digital video file relating to them if they are capable of exercising their own access to information rights under the *Freedom of Information and Protection of Privacy Act*.
- 4.4 Viewing of videotapes and/or digital videos by students, parents, guardians and/or employees must be done in the presence of an administrator.
- 4.5 A student/parent/guardian has the right to request an advocate to be present at any viewing under Section 4.1, 4.3 or 4.4.
- 4.6 Viewing may be refused or limited where 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 other grounds recognized in the *Freedom of Information and Protection of Privacy Act*.

**5. NOTIFICATION OF USE OF SURVEILLANCE EQUIPMENT**

- 5.1 Where a decision to implement surveillance systems has been authorized, the District will ensure that affected staff, students, volunteers and the public are notified of surveillance equipment locations. Notification will be by means of clearly worded signs, prominently displayed at the perimeter of the surveillance areas. Such signs will identify the purpose of the surveillance and contact information of the building administrator or designate staff person who can answer questions about the surveillance system.
- 5.2 Notwithstanding Section 5.1, covert surveillance may be conducted without notice in limited circumstances where a substantial problem,

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such as significant property loss, safety or security issues, has been identified and there is no reasonable, effective alternative to covert surveillance to resolve the problem. Covert surveillance must be authorized by the Superintendent of Schools and Secretary-Treasurer after a detailed and comprehensive assessment of alternatives and must be strictly limited in scope and duration to that which is necessary to achieve a specific, identified objective. Covert surveillance may not be authorized on an ongoing basis.

**6.      ANNUAL REVIEW**

- 6.1      The Superintendent of Schools or his designate, shall conduct an annual review of use of surveillance in the School District. A report will be provided to the Board following the Superintendent's review.

Adopted:      2007-06-28

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