

## CCTV Surveillance Policy

*DRAFT POLICY (UNDER REVIEW)*

### 1.0 PREAMBLE

- 1.1 The University recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and the institution's duty to promote a safe environment for all community members.
- 1.2 Closed Circuit Television Surveillance, also referred to as CCTV, has been in use for many years by many institutions to serve as a deterrent to crime and to assist in the protection of University property.
- 1.3 This policy has been developed to comply specifically with applicable Federal legislation, and *La charte des droits et libertés de la personne, la loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels, et la loi sur la protection des renseignements personnels, le secteurs privé*. In this sense, the policy is consistent with other university policies.

### 2.0 ACCOUNTABILITY

- 2.1 The University collects personal information by CCTV in accordance with the Quebec charter on the individual's rights and freedom and the laws on protection and privacy of personal information.
- 2.2 The authorization for the installation and location of surveillance cameras lies with the Dean of Student Affairs who works in conjunction with the Director of Security on this matter. The Committee On Life In The University (C.L.U.) will receive periodic reports from the Director of Security on the effectiveness of CCTV on the Bishop's campus and the C.L.U. may make recommendations on the use of this technology at any time.

### 3.0 PURPOSE

The purpose of CCTV surveillance on campus is to:

- A. Promote a safe environment by deterring acts of harassment or assault.
- B. Deter vandalism and assist in the identification of individuals who commit damage to university property.
- C. Assist law enforcement agencies with regard to the investigation of any crime that may be depicted.
- D. Assist in the daily operations of the John H. Price Sports Centre.

### 4.0 PUBLIC AWARENESS OF CAMERAS

- 4.1 Signs will be posted in appropriate areas, either at the entrance to the area under surveillance (e.g. on the door entering a computer laboratory) or in close proximity to the camera informing the general public of the usage of CCTV on campus.
- 4.2 The signs will include the name and phone number of the responsible authority on campus.

### 5.0 LIMITING USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION

- 5.1 At no time will persons other than those designated by the D.S.A. have access to the monitors or to the recordings made in the course of the surveillance. Personal information contained on the recordings shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.
- 5.2 Recordings from the surveillance cameras will be kept for a maximum of 3 days (72 hours) unless required for the purposes outlined in this policy. Images retained for investigative purposes will be strictly managed with limited access.
- 5.3 The focus of cameras used in CCTV surveillance on campus will not cover areas where there is an expectation of privacy.

## **6.0 INDIVIDUAL ACCESS**

- 6.1** Where a person has been the subject of video surveillance, the person, after identifying the time and location of the video recording, has the right to view her or his recorded images, unless otherwise listed in La loi sur l'accès aux documents des organismes public.

## **7.0 AUDITS**

- 7.1** Internal Audit - The Dean of Student Affairs ensures that periodic audits on the effectiveness of CCTV surveillance are reported to the C.L.U. The results of each audit will be documented in the C.L.U. minutes.
- 7.2** The C.L.U. has the authority to make revisions to this policy with the approval of the Executive Committee of Corporation.