



CALGARY BOARD OF EDUCATION

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Administrative Regulation 1066 - Video Surveillance

STATEMENT

Video surveillance systems are increasingly being used inside and outside of Calgary Board of Education schools and on Calgary Board of Education owned or operated property. When using video surveillance systems, the Calgary Board of Education must balance the benefits of the surveillance system against the privacy of the individual. Video surveillance systems may only be used to maintain a safe and secure environment in schools and on school district property.

WHO SHOULD READ THIS?

- All school principals
- All Area Directors and Directors
- All school council members and key communicators

REGULATION IMPLEMENTATION

- All school principals
- All Area Directors and Directors

WEBSITE ADDRESS

<http://www.cbe.ab.ca/policies/adminregs.asp>

CONTACTS

- For release of video surveillance information to law enforcement officials: Corporate Security Advisor
- For Freedom of Information and Protection of Privacy questions, Privacy Impact Assessments and general video surveillance information release: FOIP Coordinator
- For design standards for video surveillance equipment: Facilities and Environmental Services
- For purchasing standards for video surveillance equipment: Purchasing Services
- For system connection standards and destruction of video surveillance information: Information Technology



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Administrative Regulation 1066 - Video Surveillance

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PART 1 GENERAL

Responsibility for compliance	1	The principal of a school or the Director responsible for the Calgary Board of Education owned or operated work site or their Calgary Board of Education designate is responsible to ensure compliance with this regulation.
Law enforcement exception	2	This administrative regulation does not apply to surveillance cameras used for law enforcement purposes as a case-specific investigation tool where there is legislative authority or a court order authorizing the surveillance.

Definitions

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In this regulation,

- (a) **“law enforcement”** means
 - (i) policing, including criminal intelligence operations,
 - (ii) a police, security or administrative investigation, including the complaint giving rise to the investigation, that leads or could lead to a penalty or sanction, including a penalty or sanction imposed by the body conducting the investigation or by another body to which the results of the investigation are referred, or
 - (iii) proceedings that lead or could lead to a penalty or sanction, including a penalty or sanction imposed by the body conducting the proceedings or by another body to which the results of the proceedings are referred;
- (b) **“video surveillance”** means videotape or any other tape, compact disk, disk, digital video recorder or any other device used to store information from a video surveillance system;
- (c) **“video surveillance system”** means a closed circuit television camera, a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces on Calgary Board of Education owned or operated property.

Use of personal information

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In accordance with the Freedom of Information and Protection of Privacy Act, the Calgary Board of Education may only use personal information collected by a video surveillance system to support the safety and security of Calgary Board of Education schools and facilities, for disciplinary, legal, legislative or law enforcement purposes, for enforcement of administrative regulations, or for a use consistent with those purposes, or in accordance with a court order.

Video surveillance

5(1)

Video surveillance systems may only be used where conventional measures for achieving law enforcement or public safety objectives such as increased teacher supervision or security guard patrol are

- (a) substantially less effective or are not feasible, and
- (b) the benefits of surveillance substantially outweigh the reduction

of privacy inherent in collecting personal information using a video surveillance system.

- (2) Only an Area Director, or the Director responsible for a Calgary Board of Education owned or operated facility other than a school may approve the installation, expansion or replacement, of a video surveillance system.
- (3) The principal of the school or the manager of the building requesting approval of the installation, replacement or expansion of a video surveillance system must document the reasons why the video surveillance system is required, including but not limited to the following information:
 - (a) the completion of the FOIP Privacy Impact Assessment Tool in Appendix B;
 - (b) verifiable, specific reports of incidents of crime, vandalism or safety and security concerns;
 - (c) examples of other measures of deterrence or detection that have been used or considered, and the reasons why those measures are less effective or not effective for the concern being addressed;
 - (d) results of consultation with stakeholders including students, parents and staff, as the case may be regarding the necessity of the proposed video surveillance system in the school or facility;
 - (e) the identification of the location(s) of surveillance camera(s) to provide viable measures of deterrence or detection; and
 - (f) plans for the design and operation of the proposed video surveillance system that minimize intrusion on personal privacy.

**Standards for
video
surveillance
equipment**

- 6(1)** The design and installation of a video surveillance system must meet Calgary Board of Education acceptable standards as set out by Facilities and Environmental Services.
- (2) Any digital surveillance system connecting to the CBE network must meet Calgary Board of Education information technology standards.
- (3) The purchase of a video surveillance system

- (a) may not be initiated until the requirements of section 5(3) have been met; and
- (b) must meet Calgary Board of Education acceptable standards as set out by Administrative Regulation 7001 - Purchase of Goods and Services.

Protection of privacy

- 7(1)** Video surveillance cameras must not be directed towards property or windows of property adjacent to Calgary Board of Education owned or operated property.
- (2) Video surveillance cameras must not be used to monitor areas where individuals have a reasonable expectation of privacy including but not limited to change rooms and washrooms.
- (3) Video surveillance monitors must be located in a secure space away from public view.

Notification to students, parents, and staff

- 8(1)** If a video surveillance system is installed or used in a school, at the beginning of the school year and during the school year, as necessary, the principal must notify students, parents and school staff that in order to maintain a safe and secure environment
 - (a) the video surveillance system will be used to record and may be used to monitor and record activity; and
 - (b) personal information collected by the video surveillance system may be disclosed for disciplinary, legal, legislative or law enforcement purposes or in accordance with a court order or the enforcement of a Calgary Board of Education administrative regulation.
- (2) If a video surveillance system is installed or used on Calgary Board of Education property other than a school, the Director responsible for that Calgary Board of Education property must notify Calgary Board of Education staff that in order to maintain a safe and secure environment:
 - (a) the video surveillance system will be used to record and may be used to monitor activity; and
 - (b) personal information collected by the video surveillance system may be disclosed for disciplinary, legal, legislative or law enforcement purposes or in accordance with a court order or the enforcement of a Calgary Board of Education administrative

regulation.

- (3) A sample notification letter for the use of principals and Directors is attached in Appendix A.

Posting signs **9** If video surveillance systems are used on Calgary Board of Education owned or operated property, the principal or the Director responsible for the Calgary Board of Education property or their Calgary Board of Education designate must ensure that the approved signs attached to this regulation are prominently posted at each entrance to the property under surveillance, notifying people that the property is under surveillance

PART 2 MANAGEMENT OF VIDEO SURVEILLANCE INFORMATION

Request for access to personal information **10** An individual whose personal information has been collected and recorded by a video surveillance system may request access to the information, in accordance with the Freedom of Information and Protection of Privacy Act.

Viewing video surveillance **11(1)** Calgary Board of Education employees may review video surveillance system information when they are required and authorized to do so in the performance of their duties.

(2) Some examples of the circumstances that would merit a review of video surveillance information include, but are not limited to:

(a) incidents of safety and security that have been reported or observed: or

(b) the investigation of a potential or reported crime.

(3) The principal of a school or the Director responsible for the Calgary Board of Education owned or operated property may delegate real-time viewing of monitors

(a) to a police officer including a school resource officer for law enforcement purposes, or

(b) to Corporate Security who may need the information for the

performance of their duties, or

- (c) to other Calgary Board of Education employees who may need the information for the performance of their duties.
- (4) Any request from law enforcement authorities for release of a Calgary Board of Education video recording device or a copy of Calgary Board of Education surveillance video must be referred to the Corporate Security Advisor who must ensure that the Surveillance Video Release Form is completed before the video recording device or a copy of Calgary Board of Education surveillance video is released.

Secure storage **12** If a video surveillance system is in use in a Calgary Board of Education owned or operated school or facility, the principal or Director of that facility or their Calgary Board of Education designate must ensure that all of the following conditions are in place:

- (a) all video recording devices other than a video surveillance camera must be located in a secure location;
- (b) all removable videotapes and/or video storage devices must be stored securely in a locked receptacle located in a Calgary Board of Education controlled access area, accessible only to the principal, assistant principal or Director or the Director's designate, as the case may be;
- (c) each videotape or video storage device that has been used must be dated and labeled with a unique, sequential number or other verifiable symbol;
- (d) access to all video recording devices, videotapes and/or video storage devices and the video access log is restricted to the principal, Director, Corporate Security or the FOIP Coordinator or the Calgary Board of Education designate of any one of them, for the performance of their duties.

Video log **13** If a video surveillance system is in use in a Calgary Board of Education owned or operated school or facility, the principal or Director of that facility or their Calgary Board of Education designate must ensure that a log is kept of all access to, and use or disclosure of videotapes and video storage devices and access to the log must be restricted to the principal or Director their Calgary Board of Education designate;

Retention period	<p>14(1) If video surveillance information has been viewed for law enforcement or school or public safety purposes, the information must be retained for the longer of the following two times:</p> <p>(a) for one (1) year from the date of viewing, or</p> <p>(b) for one (1) year from the date of the final resolution of the incident.</p> <p>(2) If video surveillance information has not been viewed for law enforcement or school or public safety purposes, the information must be retained for ninety (90) calendar days.</p>
Disposal of video surveillance information	<p>15(1) After the retention period has expired, video surveillance information must be disposed of in such a way that the personal information cannot be reconstructed or retrieved.</p> <p>(2) Disposal of video recording devices and video surveillance information must be noted in the log required in section 13.</p>
Monitoring	<p>16 The use of all video surveillance equipment is subject to auditing, monitoring and search by authorized Calgary Board of Education personnel to ensure compliance with this regulation, the Freedom of Information and Protection of Privacy Act and other regulations and legislation.</p>

References

Legal References:

- Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, ss. 32, 33, 34, 35, 38, 39, 40, 41
- School Act R.S.A. 2000, c.S-3,ss 45(8), 60(3)(c)

Administrative Regulations References:

- 1061 - Security of Information Resources
- 4027 - Code of Conduct for Employees
- 4027.1 - Alleged Sexual Abuse of a Student by a Board Employee
- 4027.2 - Personal and Sexual Harassment
- 4080 - Workplace Violence
- 6001 - School Discipline
- 6014 - Student Searches
- 6047 - Vandalism and Damage to School Property
- 7001- Purchase of Goods and Services

Other References:

- “Guide to Using Surveillance Cameras in Public Areas”, June 2004, Access and Privacy Branch, Service Alberta, Government of Alberta
- Surveillance Video Release Form
- Sample stakeholder communication letter for principals
- Video Surveillance Sign

APPENDIX A
SAMPLE LETTER FOR PRINCIPALS

[Date]

Dear Students, Parents and Guardians,

[Name] School is a vibrant, dynamic and well utilized building, with [number] students and nearly [number] staff members learning and working each school day within our instructional areas of the building. In addition, there are many other CBE personnel who learn and work with us. As well, many [several thousand] visitors, rental users and community members pass through the doors each year.

The Calgary Board of Education has determined, through careful analysis, in an attempt

- (a) to maintain a safe and secure environment at the school for students, staff and the public, and
- (b) to control vandalism of and criminal activity on school property,

for selected schools, that the best method to provide this is through the installation of a video surveillance system. This system will be/has been installed during the months of [names of the months] in [name of the year].

The system will be installed and reviewed in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*. Closed circuit television cameras for the video surveillance system will be located on Calgary Board of Education owned or operated property, and will be clearly identified through the use of signage. These areas include school parking lots, building entrances and exits, stairwells and hallways.

Personal information for the video surveillance system is collected under the authority of the *School Act* and the *Freedom of Information and Protection of Privacy Act (FOIP)*. This information is recorded and collected to help maintain a safe and secure environment in the school and on school property. The users of this information are the principal or designate or law enforcement personnel in the case of reported incidents that would require an investigation. Only authorized persons will review video surveillance information.

Inquiries concerning the video surveillance system or the collection and use of recorded information may be made by contacting me directly at the school.

Sincerely,

School Principal

APPENDIX B

FOIP Privacy Impact Assessment Tool

Rationale for Installation of Video Surveillance Systems in Schools and on CBE Owned or Operated Property

1. Describe the purpose and objectives for the video surveillance system. What outcomes and improvements to the safety and security of the school or CBE property is the video surveillance system intended to achieve?
2. Describe any safety or security incidents or concerns which led to the decision to implement or expand on the video surveillance system.
3. Describe any physical circumstances of the school or CBE property that raise safety or security issues that are expected to be alleviated by installation of the video surveillance system.
4. Describe methods of deterrence used that proved to be ineffective or unworkable.

9. Describe the outcomes of consultations with parents, students, staff, members of the school community and other relevant stakeholders.

10. Describe the security measures that will be in place to ensure only authorized persons will have access to the video surveillance system's controls and reception equipment.

11. Provide the names and positions of CBE staff designated to have day-to-day access to the video surveillance system's controls and reception equipment. Provide the names and positions of CBE staff who will have access to monitors and the expected timeframes of their monitoring.

12. Describe the security measures that will be in place to ensure storage devices are secured in a locked controlled area.

School/CBE Property

Signature Principal/Facility Supervisor

Date

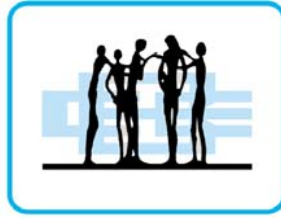


Calgary Board of Education

Surveillance Video Release Form

This form may only be used to release a Calgary Board of Education video recording device or a copy of Calgary Board of Education surveillance videos.

Date		Time	Video Surveillance ID #	File #
Name of School/Facility		Location of Video Storage Device <input type="checkbox"/> In-Use _____ <input type="checkbox"/> Used _____		Type of Surveillance Video <input type="checkbox"/> Tape <input type="checkbox"/> CD <input type="checkbox"/> Disk <input type="checkbox"/> Other (Specify) _____
Name and Position of Authorized CBE Individual Releasing a Copy of the Surveillance Video or the Video Recording Device				
(Please Print)				
Signature				
Purpose or Reason for Release				
Name of Individual Taking Custody of the Copy of the Surveillance Video				
(Please Print)				
Acknowledgment of Receipt and Indemnity				
I, the above noted individual, on behalf of my employer, acknowledge receipt of a Calgary Board of Education <u>video recording device</u> or a copy of the Calgary Board of Education surveillance video and agree that I and my employer will hold the Calgary Board of Education harmless for any damage that occurs due to the release of the video recording device or surveillance video while in my custody or under my control.				
Signature				
Position	ID or Regimental #	Employer/Organization	Telephone Number	
A separate form must be completed each time a surveillance video or video recording device is released. A copy of the form must be kept at the CBE and copy must be provided to the individual taking custody of the copy of the surveillance video.				
Surveillance Video means videotape or any other tape, CD, disk or other device used to store information from a video surveillance system.				



Calgary Board of Education

NOTICE

VIDEO SURVEILLANCE CAMERAS ON PREMISES YOUR ACTIVITIES WILL BE RECORDED

Information is collected under the authority of the *School Act* and the *Freedom of Information and Protection of Privacy Act* in order to maintain a safe and secure environment in schools and on school district property and for uses consistent with that purpose. For questions or concerns, please contact the School Principal or the Calgary Board of Education Public Information Assistant at (403) 294-8255.