

# NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## College Practices

Approved: January 13, 2010  
Responsibility: COG

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**PRACTICE TYPE: Health and Safety**

**PRACTICE TITLE: Video Surveillance and Recording for Safety and Security**

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### **A. Purpose**

This practice was developed to provide guidance in the responsible use of video surveillance and recording on college premises for the purpose of safety and security of the entire Niagara College Community and its visitors.

Niagara College is committed to enhancing the college cRPPQW\T\BOWR\IOIE\ integrating the best practices of safety and security with the responsible use of technology.

The Freedom of Information and Protection of Privacy Act, which the college adheres to, provides procedures to be followed in the collection, use, accuracy, disclosure, safekeeping, retention and disposal of personal information which includes video surveillance.

### **B. Practice on Video Surveillance and Recording for Safety and Security**

#### **1. Objectives**

The principle objectives of video surveillance and recording include:

- Video surveillance and recording coverage up to twenty-four hours a day each day of the

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2. Application

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- 1.3 Video surveillance and recording for the purpose of monitoring work areas and social areas shall only occur in special circumstances, and this surveillance and recording will be limited to the detection, investigation, and recording of illegal activity and the enhancement of safety.
- 1.4 Video surveillance and recording cameras shall not be directed through windows of a residential dwelling (including a college residence), or in any location where an individual has a reasonable expectation of privacy.
- 1.5 If cameras are adjustable by operators, this shall be restricted, if possible, so that operators cannot adjust or manipulate them to overlook areas that are not intended to be covered by the video surveillance.
- 1.6 Equipment shall never monitor the inside of areas where students, faculty, staff and the public have a higher expectation of privacy (e.g. change rooms and washrooms)

### 2. Use and Disclosure

- 2.1 Video monitors shall not be located in an area that allows for public viewing.
- 2.2 Only personnel authorized by Manager, Campus Security Services can view video surveillance recordings that are stored or recorded.
- 2.3 Copies of recordings shall only be made for investigative and/or evidence purposes, or as part of an academic program where all participants are aware of the fact that they are being recorded and shall be controlled by Campus Security Services.
- 2.4 Employees are subject to discipline if they breach the policy or other relevant statutes. Where a service provider fails to comply with the policy or other relevant statutes it will be considered a breach of contract leading up to penalties up to and including contract termination.
- 2.5 Any information obtained through the video surveillance may only be used for the purposes set out in the practice and must relate to the protection of students, faculty, staff and the public, including the discipline or consequences that may arise from that, or it must assist in the detection and deterrence of criminal activity and vandalism.
- 2.6 Information shall not be retained or used for any other purposes other than those described in the practice.
- 2.7 Information obtained through video surveillance will only be disclosed in accordance to this practice or in accordance with the provisions of FIPPA.

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### 3. Retention and Disposal

Recordings that are not viewed will be retained for a period determined by the college (currently not in excess of thirty (30) days). Recordings viewed for any purpose will be retained for a minimum period of one year from completion of use. In the case of use in court or tribunal proceedings, recordings will be kept for a minimum one year following final disposition of the matter including any court reviews and appeals. All video will routinely be erased in a manner which it cannot be reconstructed or retrieved.

Recordings that are viewed will be stored securely locked in a receptacle in a controlled-access area. Each recording will be dated and labeled with a sequential number or other verifiable symbol.

Access to the storage receptacle will be limited to personnel authorized by the Manager, Campus Security Services. A log containing pertinent information relating to the access to, and use of the recorded material shall be kept to provide for a proper audit trail.

### 4. Maintenance of Equipment

A strict maintenance program for video cameras, including image refocusing and lens cleaning and recording equipment will be established to ensure that the system is operating properly, DFFRUGQWRPDQDFW&HVYSHIEDWRQVQVMMRUFHQFHQY regarding the performance of such equipment should be addressed immediately.

### 5. Approval

The installation of video surveillance and recording cameras requires the approval of the Manager of Campus Security Services in consultation with Information Technology Services in order to ensure the installation of the camera meets the objectives of this practice and ensure its compatibility with existing systems falls within legal boundaries.

All surveillance equipment is the property of Niagara College, and not the property of any individual, department or organization within the College.

### 6. Access to Personal Information

Any student, faculty or staff member or member of the public that has been recorded by a video surveillance camera has a general right of access to his or her personal information, in whole or in part, under section 47 of the Act. Exemptions do apply which grant discretionary power to refuse access.

## **D. Related Documents**

Practice: Use of Personal Recording Devices on Campus