



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

POLICY – PO432

Video Surveillance Systems

Area: Operations
Source: Superintendent of Facilities Services

Approved: Feb. 9, 2009
Revised: Dec. 14, 2015; May 10, 2021

1. Introduction

This policy describes the Durham Catholic District School Board's video surveillance protocol designed to assist in maintaining a safe and secure learning environment for students, staff, trustees, volunteers and the general public.

2. Definitions

Nil

3. Purpose

It is the policy of the Durham Catholic District School Board to strive to maintain safe and secure learning environments for students, staff, trustees, volunteers and the general public to board facilities. It is intended that video surveillance systems would complement other means utilized to promote this safe and secure environment. The purpose of this policy is to provide a framework for the Video Surveillance Systems Administrative Procedure (AP432-1).

4. Application / Scope

This policy applies to all locations, owned or leased, by the Durham Catholic District School Board, as well as contracted buses that have implemented a permanent video surveillance system. However, the Board recognizes that an enhancement of safety and security through the use of video surveillance systems must be balanced with the privacy rights of students, staff, trustees, volunteers and the general public.

It is not the intention of this policy or related procedures to limit the Board's right to record school-based events, videos of an educational nature or covert surveillance.

5. Principles

- 5.1 The Board recognizes that the promotion of a safe and secure learning environment is in the best interest of students, staff, trustees, volunteers and the general public.
- 5.2 The Board recognizes that the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* governs the collection and disclosure of personal information.
- 5.3 The Board, in the development of this policy, referenced the Information and Privacy Commissioner/Ontario Guidelines for Using Video Security Surveillance Cameras in Public Places – September 2007, Guidelines for Using Video Security Surveillance Cameras in Schools – July 2009, their Guidelines for the Use of Video Surveillance – October 2015, and the Education Guide to Privacy and Access of Information in Ontario Schools, January 2019.
- 5.4 The Board recognizes that the utilization of video surveillance systems as a complement, not to replace other means to create this safe and secure learning environment.

6. Requirements

- 6.1 The Director of Education, or designate shall issue administrative procedures to support this policy and amend them thereafter as the need arises.
- 6.2 The Board will operate video surveillance systems at Board schools and facilities only as deemed necessary by the Director of Education.
- 6.3 The Board will maintain control of and responsibility for the video surveillance systems at all times.
- 6.4 Video surveillance systems shall only be used in public spaces, including but not limited to; hallways, stairwells, entrances, open general offices, gymnasiums, cafeterias and building perimeters.
- 6.5 Video surveillance will occur seven (7) days per week, twenty-four (24) hours per day.
- 6.6 The retention period for recorded information shall be a minimum of thirty (30) calendar days and a maximum of one year.
- 6.7 Every video surveillance system shall be inspected regularly as part of the maintenance program.
- 6.8 In designing and planning the potential use of a video surveillance system in an elementary school (Safe Welcome Program), the Board will ensure that a consultation process will occur with relevant stakeholders at the school level.

- 6.9 Video surveillance shall not be used for monitoring staff performance.
- 6.10 Using clearly written signs, prominently displayed at the perimeter of the video surveillance area, students, staff and the public shall be notified of video surveillance equipment, such that each person has reasonable and adequate warning that surveillance is or may be in operation.
- 6.11 Schools and administrative locations will make video recordings available in compliance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
- 6.12 When access is granted, audit logs shall be kept of all instances of access to, and use of, recorded information.
- 6.13 The Director may delegate to Principals, Facilities Managers and other employees at Board schools and facilities, authority to operate the systems. Board employees and service providers are required to review and comply with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, with this policy, and with administrative procedures in performing their duties and functions related to the operation of video surveillance systems. When copies of recordings are made at administrative locations other than schools, such copies must be stored in a locked receptacle located in a controlled access area.

7. Sources

- 7.1 *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M-56
- 7.2 Information and Privacy Commissioner/Ontario – Guidelines for Using Video Surveillance Cameras in Public Places – September 2007
- 7.3 Information and Privacy Commissioner/Ontario – Guidelines for Using Video Surveillance Cameras in Schools – July 2009
- 7.4 Guidelines for the Use of Video Surveillance – October 2015
- 7.5 A Guide to Privacy and Access to Information in Ontario Schools – January 2019

8. Related Policies and Administrative Procedures

- 8.1 Video Surveillance Systems Administrative Procedure (AP432-1)
- 8.2 Freedom of Information and Protection of Privacy Policy (PO201)