Greater Essex County District School Board

Policy: Video Surveillance

Reference No: P-HR-17

The Greater Essex County District School Board is committed to providing safe working and learning environments for students, employees and visitors.

The Greater Essex County District School Board authorizes the use of video surveillance equipment, in its schools and facilities and on third-party service provider properties (ex: school buses/facilities) only when it is deemed necessary to:

- Enhance the safety and well-being of students, staff and the community;
- Protect the Board and others against inappropriate student and/or employee behavior;
- Protect property and resources against theft or vandalism; or
- Aid in identifying intruders and/or persons breaking the law

This policy does not deal with instances of recording a specific event such as graduation ceremonies, school events, etc. or covert surveillance not conducted on Board property or third-party service provider property. For cover surveillance on Board property or third-party service provider property the Director of Education (or his/her designate), appropriate Superintendent and the Board's Freedom of Information and Protection of Privacy Officer must be consulted.

Greater Essex County District School Board

Regulation: Video Surveillance

Reference No: R-HR-17

1. The Board recognizes that any recorded data or other images of an identifiable individual falls within the definition of *personal information* under the Municipal Freedom of Information and Protection of Privacy Act (the "Act") with respect to notice, access, use, disclosure, retention, security and disposal of records containing personal information.

2. The collection of personal information by video surveillance equipment shall be used only for the purposes described in the Board's Policy on Video Surveillance or as required or permitted by law.

3. The Director of Education/designate shall be responsible for the effective utilization of the surveillance system, the Board's privacy obligations and for advising staff of the need to comply with the Act, the Policy, Regulation and Procedure for Use of Video Surveillance.

4. Overt video surveillance equipment will be present in all Secondary Schools, certain Elementary Schools that have demonstrated a need and may be present on other Board property.

5. In all cases, where covert video surveillance takes place on Board property or third-party services provider property, it will be limited to a specific time frame and used as a case-specific investigation tool. Only the Director of Education/designate may authorize the commencement of covert video surveillance.

6. The Board may install surveillance cameras and locate them throughout the facility, outside grounds and parking lots. Video Surveillance cameras will not be installed in washrooms or change rooms; however, they may be located in adjacent corridors to monitor traffic around these areas.

7. Unless covert video surveillance requires otherwise, all installations of video surveillance equipment shall be coordinated by the Facility Services Department and the Information Technology Services Department (when camera installation uses the Board computer network), in consultation with the school Principal and school Superintendent.

8. Where video surveillance equipment is routinely used, it shall be operated on a continuous basis under the care and control of the school Principal/site manager.
9. The recorded personal information shall be routinely erased such that it cannot be reconstructed or retrieved except if the information is required in an investigation and/or proceedings.

10. Any recorded video surveillance that has not been viewed, used or disclosed for the purposes for which it was collected shall be erased one month after it was recorded provided that it is not reasonably anticipated to be needed in an investigation or proceeding. Any such recorded personal information which is used or viewed by anyone shall be

retained after such use for at least 6 months to ensure that the individual to whom the personal information relates has a reasonable opportunity to obtain access to it.

TRANSPORTATION

11. Video surveillance equipment may be installed on school buses either by the school bus operator or on behalf of the Student Transportation Consortium. Any agreement with the Board and the Student Transportation Consortium will provide that the School Bus Operator and the Student Transportation Consortium acknowledge that the recorded personal information is within the control of the Board within the meaning of the Act and the collection, use, disclosure, retention and destruction of the recorded personal information will comply with the Act, this Policy, Regulation and Procedures.