


North East School Division - Administrative Procedure		
 <b>AP 422</b> <b>Video Surveillance</b>	<b>References:</b> Video Surveillance Guidelines for Saskatchewan Public Bodies The Education Act, 1995 Section 85, 87, 108, 109 The Local Authority Freedom of Information and Protection of Privacy Act	<b>Tracking:</b> Revised – Jan 2016 Revised - Aug 2023
	<b>Related:</b>	<b>Status:</b> Approved – Dec. 2023

## VIDEO SURVEILLANCE

North East School Division (NESD) acknowledges the need to strike a balance between its responsibility to ensure safe and secure environments as well as protecting the privacy of staff, the students, and public. One of the tools to support these responsibilities is with the use of video surveillance systems. NESD therefore, supports the use of video surveillance technology to promote safety and security of individuals as well as its protection of its assets and property. It should be noted that use is to be limited and only authorized after a thorough analysis of the considerations involved.

The purpose of this administrative procedure is to ensure that video surveillance technology is used only for the intended purposes above and conducted in a manner that is in accordance with the [Video Surveillance Guidelines for Saskatchewan Public Bodies](#) as prepared by the Office of the Saskatchewan Information and Privacy Commissioner in January, 2018.

## PROCEDURE

### 1. School Division Building Use

- a) Before video surveillance is introduced at a site, a report must be provided to the Director of Education or designate describing the circumstances that indicate the necessity of having surveillance at the site, including consideration of less invasive alternatives.
  - i. Subsequent installation of video surveillance camera(s) as well as designated locations must be authorized by the Principal in consultation with the Director or designate.
- b) Video cameras may be used to monitor and/or record.
- c) Public notification signs must be prominently displayed indicating the facility uses video surveillance systems.
  - i. Information designating the staff person(s) who are responsible for answering questions about the surveillance system as well as whom may review video footage must be visibly posted.
- d) Video surveillance is not to be used in locations where confidential, private activities or private functions are routinely carried out (e.g. bathrooms, private conference or meeting rooms). Any exception to this must be authorized by the Director or designate and may be allowed only if the following conditions were present:
  - i. No other supervision option is feasible,
  - ii. The need is pressing and
  - iii. The need outweighs the privacy interest of the student or other person likely to be observed.

## 2. School Bus Use

- a) Video surveillance on school buses in NESD is authorized and coordinated by the Manager of Transportation in conjunction with the Superintendent of Business Administration.
- b) Video cameras may be used to monitor and/or record.
- c) Public notification signs must be prominently displayed indicating the bus uses video surveillance.
  - i. Information designating the division staff person(s) who are responsible for answering questions about the surveillance system as well as whom may review video footage must be made available upon request.

## 3. Security

- a) Video surveillance systems will be installed and maintained only by a designated NESD staff member or agent of North East School Division. Only these staff members shall handle the cameras or digital recordings.
- b) Digital recordings shall be stored in a locked filing cabinet or other area to which students, unauthorized persons and the public do not normally have access. When stored on a computer, digital recordings shall be stored on machines with restricted access.
- c) Digital recordings may never be publicly viewed or distributed in any other fashion except as provided by this administrative procedure and any applicable legislation.

## 4. Viewing of Recordings

- a) Access to view recordings shall be authorized to NESD employees or individuals authorized by the NESD privacy officer only. These individuals may include:
  - i. The Principal or individual authorizing camera installation
  - ii. Parents and/or students (subject to article 4.c below)
  - iii. NESD staff or third party organizations with a direct involvement with a specific recording and is authorized by the Director of Education or designate
  - iv. Staff members or agents responsible for the technical operations of the system (for technical purposes only)
- b) If an employee or student is facing any disciplinary action, he/she may authorize his/her union representative or other advocate to also view the recording.
- c) Parents or guardians requesting to view a segment of a recording that includes their child/children may do so if it does not unduly interfere with the student's privacy rights.
  - i. Students may view segments of a recording relating to themselves if they are capable to exercising their own access to information rights under the Local Authority Freedom of Information and Protection of Privacy Act.
  - ii. Students, parents or legal guardian viewing must be done in the presence of the Principal or designated transportation authority. A student, parent or guardian has the right to request an advocate to be present.
  - iii. At the Principal's or designated transportation authority's discretion viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to concern for a third party's safety, or on any other

ground recognized in the Local Authority Freedom of Information and Protection of Privacy Act.

- d) The Principal or designated transportation authority will keep a log of all copies made of an original recording. All logs will include the name of the individual who accessed the recording, the reason they were accessed, the date and time.
- e) Requests for viewing by third parties including the police will be made through the designated Privacy Officer for NESD in accordance with the requirements outlined in the Local Authority and Freedom of Information and Protection of Privacy Act.

## **5. Retention of Videotapes and Digital Recordings**

- a) Where an incident raises a prospect of a legal claim against the school division, the recording or a copy of it, may be sent to NESD's insurers.
- b) Recordings shall be erased within one month unless they are being retained at the request of the Principal, Director of Education or designate, staff member, parent or student for documentation related to a specific incident, or are being transferred to the school division's insurers.
- c) Recordings retained under 5 b) shall be erased as soon as the incident in question has been resolved, except that if the tape has been used in the making of a decision about an individual, the tape must be kept for minimum of one year unless earlier erasure is authorized by or on behalf of the individual.
- d) Individuals who view videotapes without proper authorization may be subject to disciplinary action up to and including termination of employment.

## **6. Review**

- a) Each Principal is responsible for the proper implementation and control of the video surveillance system.
- b) The Director of Education or designate shall conduct periodic reviews of this administrative procedure to ensure it is being adhered to and to make a report on the use of video surveillance in the school division.