

## VIDEO SURVEILLANCE SYSTEMS

### Background

Livingstone Range School Division recognizes that privacy is a fundamental value in a democratic society and, as such, this procedure emphasizes that the practical use of surveillance must be guided by a commitment to the privacy of students, staff, volunteers and the general public.

The Division also recognizes its obligation to maintain a safe and secure learning and work environment for students and staff, as well as the protection of Division property and the property of others.

### Definitions

1. "Video surveillance system" means a mechanical, electronic or digital device that enables continuous or periodic observing, monitoring, or recording of individuals in school buildings and on school premises.
2. A "recording" means any record that is capable of being produced from a machine-readable record.
3. "Personal information" means personal information as defined in the *Freedom of Information and Protection of Privacy Act*.

### Procedures

1. Use of Video Surveillance Systems:
  - a. In accordance with the Freedom of Information and Protection of Privacy Act, Livingstone Range School Division may only use personal information collected by a video surveillance system to support the safety and security of Livingstone Range 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.
  - b. Video surveillance systems may be used to monitor and/or record activity that occurs on property that is owned, operated or leased by the Division.
  - c. Before video surveillance is introduced at a site, the Privacy Impact Assessment Tool (attached) must be completed by the school principal and approval in writing must be received from the Superintendent of Schools.
  - d. Video surveillance camera locations must be authorized by the Superintendent of Schools or designate.
  - e. After the authorization, the school principal shall make reasonable effort to inform the school community that a video surveillance system is in place.

- f. Surveillance cameras located inside a building shall not be directed to look through windows to areas outside the building, unless necessary to protect external assets or to ensure the personal safety of students or employees.
- g. Cameras shall in no event be directed to look through the windows of adjacent buildings.
- h. Video surveillance cameras shall not be used to monitor areas where individuals have a reasonable expectation of privacy. Such areas include, but shall not be limited to, change rooms and washrooms.
- i. Video recordings may be used by the Division or designate as evidence in any disciplinary action brought against an individual arising out of the individual's conduct on or about Divisional property and/or to detect criminal offenses that occur in view of the camera.
- j. Signs will be posted to provide notice of video surveillance on the premises.
- k. The School Principal/designate will ensure that any video surveillance is compliant with this procedure.

## 2. **Security**

- a. Only a designated employee or an agent of the Division is permitted to install, maintain or adjust video cameras.
- b. Video recordings shall be secured and may never be disclosed, publicly viewed or distributed in any fashion except as provided for by this procedure or authorized by law.

## 3. **Request for access to personal information**

- a. 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.

## 4. **Viewing of Video and Recordings**

- a. Livingstone Range School Division employees may review video surveillance system information when they are required and authorized to do so in the performance of their duties.
- b. The principal of a school or Livingstone Range School Division designate may delegate real time viewing of monitors
  - a. to a police officer for law enforcement purposes, or
  - b. to other Livingstone Range School Division employees who may need the information for the performance of their duties.
- c. Video monitors used to view video recordings shall not be located in a position that enables public viewing. Only those employees of the Division or designates who are required and authorized to do so in the performance of their duties may view the video and recordings.
- d. Any request from law enforcement authorities for release of a Livingstone Range School Division video recording device or a copy of Livingstone Range School Division must be referred to the Superintendent who must ensure that the Surveillance Video Release Form is completed before the video recording device or a copy of Livingstone Range School Division surveillance video is released.
- e. If a video surveillance system is in use in a Livingstone Range School Division owned or operated school or facility, the principal or Livingstone Range School Division 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 Livingstone Range School Division designate;

## 5. Retention of Video Recordings

- a. Video recordings shall be erased or otherwise disposed of according to a standard schedule,
  - a. For one (1) year from the date of viewing, or
  - b. For one (1) year from the final resolution of the incident

unless they are being retained at the request of the school principal, Division official, law enforcement official, or are being transferred to the Division's insurers.

- b. If video surveillance information has not been viewed for law enforcement, school, or public safety purposes, the information must be retained for ninety (90) calendar days.
  - c. Where an incident raises a prospect of a legal claim against the Division, the video recording, or a copy of it, shall be sent to the Division's lawyers. The original of the video shall be maintained by the Division until the final conclusion of the legal proceedings.
  - d. Video recordings shall be disposed of in a secure manner.
6. This Procedure does not apply to covert or overt surveillance equipment being used as a case specific investigative tool for law enforcement purposes, or required by law.

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March, 2011

### References

"Guide to Using Surveillance Cameras in Public Areas" – Govt of Alberta  
"1066 - Video Surveillance Page 8" – Calgary Board of Education, February 13, 2008  
Education Act Sections 33, 52, 53, 197, 204, 222.

### Attachments

[FOIP Privacy Impact Assessment Tool](#)  
[Surveillance Video Release Form – Calgary Board of Education](#)

**Amended:** September 4, 2018, November 2018  
**Reviewed:** January 2020, February 2020.



Livingstone Range SD

# Surveillance Video Release Form

This form may only be used to release a Livingstone Range School Division video recording device or a copy of Livingstone Range School Division surveillance videos.

Date	Time	Video Surveillance ID#	File #
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Name of School/Facility	Location of Video Storage Device	Type of Surveillance Video
	<input type="checkbox"/> In-Use _____ <input type="checkbox"/> Used _____	<input type="checkbox"/> Tape <input type="checkbox"/> CD <input type="checkbox"/> Disk <input type="checkbox"/> Other (Specify) _____

Name and Position of Authorized LRSD 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 Livingstone Range School Division video recording device or a copy of the Livingstone Range School Division surveillance video or and agree that I and my employer will hold the Livingstone Range School Division 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
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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 LRSD 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  
February 13, 2008



*Livingstone Range*  
SCHOOL DIVISION N<sup>o</sup> 68

**FOIP Privacy Impact Assessment Tool**  
**Rationale for Installation of Video Surveillance Systems in Schools and on**  
**Livingstone Range School Division 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 Division 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 Livingstone Range School Division 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.

5. Provide details about other methods of deterrence in addition to the video surveillance system that are being considered or that will be installed.
  
6. When will the video surveillance system be operating? For example, 24/7 or Monday to Friday during daytime hours or weekends, etc.
  
7. Describe how the effectiveness of the video surveillance system will be evaluated and at what intervals with respect to achievement of the desired objectives?
  
8. What effects will the video surveillance system have on personal privacy of students, parents, staff, members of the school community and other relevant stakeholders?
  
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 Livingstone Range School Division staff designated to have day-to-day access to the video surveillance system's controls and reception equipment. Provide the names and positions of Livingstone Range School Division 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.

**Requested by:** \_\_\_\_\_ \_\_\_\_\_  
*Principal* *Date*

**Approved by:** \_\_\_\_\_ \_\_\_\_\_  
*Superintendent* *Date*