

ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD**VIDEO SURVEILLANCE**

Under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Education Act*, the Board will consider the use of video and/or electronic surveillance as a way to take reasonable steps to ensure the safety and security of students, staff and board property. Video surveillance involves the collection, use, disclosure, retention and disposal of personal information. The Board will ensure the following steps are taken to protect the privacy of individuals and to ensure compliance under *MFIPPA*.

Under *MFIPPA*, the use of Video Surveillance is necessary to the proper administration of the lawfully authorized activity of operating a school board.

- a) School Administrators must submit reasons as to why video surveillance is necessary for the safety and security of students, staff and board property.
- b) Requests will go forward to the Board's Administrative Council for review and approval.
- c) Requests for surveillance and reasons will be kept on file in office of the Privacy Officer.
- d) Purchase of video equipment is the responsibility of the school. Equipment for video surveillance must be purchased through the Board's approved Online Store. All other equipment not purchased through the Board's online store will not be maintained or supported.
- e) Areas under surveillance will be kept to "open air" spaces and areas of high risk only, including entrances and exits, building perimeters and parking lots, and will not include spaces considered "sensitive". Video equipment will not be directed at adjacent buildings or private property.
- f) Video surveillance (movement capture) will be 24 hours per day, 7 days per week and only available to the School Administrator and Board's Learning Technology Department, as delegated by the Director of Education, to operate and maintain support of the system under compliance with *MFIPPA*.
- g) Safeguards and adequate security measures on video footage will be implemented, including encryption, limited access to operators and prevention of unauthorized access.
- h) Video footage which has not been used will be retained for a period of fourteen (14) calendar days.
- i) Video footage used in the investigation of a specific incident will have a retention period of one (1) year.
- j) Individuals will be notified of the areas under surveillance through signage, as shown in Appendix 2 of this policy, which states the legal authority to collect footage, reason as to why video surveillance is being collected and a board contact number.
- k) Video surveillance footage will only be used for the purpose and reason noted, and not for any other purpose of the school board.
- l) Requests for access to video surveillance footage from the general public or to assist law enforcement agencies will be considered in accordance with *MFIPPA* and made through the Board's Freedom of Information office.
- m) Breach of Privacy concerns are to be addressed through the Board's Freedom of Information and Privacy Officer.