



POLICIES and PROCEDURES

Responsible Unit	Safety & Security
Last Reviewed/Updated	1 May 2016
Approving Sector Head	Vice-President, Finance & Administration and CFO
Policy	CLOSED CIRCUIT TELEVISION (CCTV) MONITORING AND RECORDING

1. Purpose

The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras on the Acadia University campus for the purposes of safety and security, and/or law enforcement purposes.

2. Scope

- (a) This policy applies to all University personnel and facilities using CCTV monitoring and recording.
- (b) The existence of this policy does not imply or guarantee that CCTV systems will be monitored in real time.
- (c) All existing uses of video recording and review will be brought into compliance with this policy within 12 months of the approval date of this policy.

3. General Principles

- (a) The University recognizes the need to strike a balance between an individual's right to privacy and the University's duty to promote and maintain a safe and secure environment for the campus community.
- (b) The University is committed to enhancing the safety and security of the campus community. A critical component of a comprehensive security plan includes the use of closed circuit television (CCTV).
- (c) The purpose of CCTV monitoring is to deter crime and to assist the Department of Safety and Security in protecting University personnel and property.

- (d) CCTV systems are used by the University to record unlawful conduct, breaches of University policies and to prevent such conduct. Imagery obtained from CCTV systems will be used to assist in the investigation of such conduct.
- (e) The University's process for the installation, monitoring, recording of CCTV systems and storage of imagery is in accordance with the *Freedom of Information and Protection of Privacy Act*, and other applicable federal legislation.
- (f) Information obtained from the review of video records can only be released when authorized by the Director of Safety and Security or their designate according to the Code of Procedures established in compliance with this policy.
- (g) To maintain an informed University community, the Department of Safety and Security will periodically disseminate written materials describing the purpose and location of CCTV recording devices and review the guidelines for its use.

4. Responsibilities

- (a) The Director of Safety and Security has the responsibility to authorize all CCTV monitoring for safety and security purposes, or law enforcement purposes at the University. All new installations will follow the safety and Security Department's operating principles. All existing CCTV monitoring systems will be periodically evaluated for compliance with this policy.
- (b) The Department of Safety and Security will monitor new developments in relevant law and security industry practices to ensure that CCTV monitoring at the University is consistent with the highest standards and protections.

5. Procedures

- (a) All operators and supervisors involved in video monitoring will perform their duties in accordance with this policy.
- (b) The Director of Safety and Security will ensure that responsible and proper camera monitoring practices are maintained by trained control operators.
- (c) The Department of Safety and Security will post signage at appropriate locations to inform persons using the area or facility that video surveillance is in use.
- (d) The Department of Safety and Security will ensure that the camera view of a residential housing facility will not violate the standard of "reasonable expectation of privacy*", as references in the Criminal Code of Canada, and will only be installed in areas where there is "no reasonable expectation of privacy".
- (e) Recorded CCTV images will be held for a period not to exceed nine months (one academic year) and will then be erased, unless retained as part of a criminal investigation or court proceeding (criminal or civil), any internal investigation, or other bona fide use as approved by the Director of Safety and Security or their designate.

- (f) CCTV images will be stored in a secure location with access by authorized personnel only.
- (g) All operators and supervisors involved in video monitoring will be trained in the technical, legal, and ethical parameters of appropriate camera use. The operators will receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.
- (h) Covert cameras will be placed in a concealed location only in response to a specific security concern or investigation. The process will require approval of the Director of Security and ratified by the Vice-President, Finance & Administration. The installation of covert cameras will not be a normal practice and will be in strict compliance with all legislation including expectation of privacy.
- (i) Examples of video monitoring and recording of areas where there is no reasonable expectation of privacy include the following. Legitimate safety and security purposes include, but are not limited to the following.
- protection of buildings and property
 - building perimeters, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, other high-risk activity areas
 - monitoring of access control systems
 - monitor and record restricted access transactions at entrances to buildings and other areas
 - verification of security alarms, intrusion alarms, exit door controls, and silent alarms
 - video patrol of public areas, transit stops, parking lots, public streets, shopping areas, liquor control areas, and vehicle intersections, etc.
 - criminal investigation
 - protection of campus community
 - monitoring of pedestrian and vehicle traffic activity

*Reasonable Expectation of Privacy

Individuals in Canada have a right under Section 8 of the *Canadian Charter of Rights and Freedoms* to be secure against unreasonable search or seizure of their property or personal information. Section 8 states:

“Everyone has the right to be secure against unreasonable search or seizure”. Although the word privacy does not appear in the Charter, Section 8 has been used as a core value of our society to protect persons from unjustified intrusions on personal privacy. However, individuals are not free from all searches and seizures, only those that are unreasonable. This security from unreasonable search and seizure protects you when you are in conditions where you have a reasonable expectation of privacy. But this requires weighing an individual’s right to privacy against preventing and detecting crime or ensuring public safety. There is no protection under the Charter in conditions where there is no reasonable expectation of privacy.