

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 181
PROCEDURE:	VIDEO SURVEILLANCE		

BACKGROUND

The Division is responsible for providing a safe learning and work environment for students and staff and protecting Division assets from theft or vandalism. In carrying out these responsibilities, the school division may authorize the use of video surveillance equipment on or in school division property as described in this administrative procedure.

For reasons of safety of students and others and deterring destructive acts, the Division authorizes the use of video surveillance equipment on Division property, where circumstances have shown that it is necessary for these purposes and the benefit outweighs the impact on the privacy of those observed.

The Division recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while under the supervision of the school. A recorded tape or digital recording is recognized to be subject to the provisions of the Local Authority Freedom of Information and Protection of Privacy Act.

PROCEDURES

1. Approval Process

- 1.1 A principal or other supervisory personnel may recommend to the Director of Education or designate installation and operation of video surveillance equipment to monitor and/or record activity within a school, on school grounds, or on school division vehicles.
- 1.2 The request must include:
 - 1.2.1 Confirmation that the principal or other supervisory personnel has reviewed and understands this administrative procedure and has considered the *Video Surveillance Guidelines for Public Bodies* <https://oipc.sk.ca/assets/video-surveillance-guidelines.pdf>.
 - 1.2.2 The purpose of the proposed video surveillance.
 - 1.2.3 Other less invasive alternatives that have been tried and the results of those efforts.
 - 1.2.4 The steps that will be taken to minimize impacts on personal privacy.
 - 1.2.5 The specific methods and technology proposed to be used and the security safeguards in place e.g., secure passwords and / or physical security to avoid unauthorized access, disclosure, or use.

- 1.2.6 The specific areas proposed to be covered, hours of operation, and the rationale for the proposed scope. Certain areas with heightened expectations of privacy such as washrooms are not to be included in video surveillance.
- 1.3 Video surveillance equipment must be installed by an authorized staff member or agent of the school division.

2. Notification Requirements

- 2.1 Subject to section 1.2, the principal is responsible to notify students, parents, and staff that video surveillance is in place and to ensure that signs indicating areas subject to video surveillance are displayed.

3. Access

- 3.1 Images and recordings of students may be viewed only by staff members who have supervisory responsibility relating to the incident in question and a legitimate need to view the images or recordings.
- 3.2 A staff member seeking access to their personal images or recordings should apply for access under *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 3.3 Parents/guardians, students, and third parties who seek access to personal images or recordings should apply for access under *The Local Authority Freedom of Information and Protection of Privacy Act*.

4. Storage, Retention, and Destruction

- 4.1 The persons responsible listed in Section 1 are to ensure proper technical and / or physical safeguards are in place to adequately protect the personal information of individuals collected by video surveillance.
- 4.2 Where an incident raises the prospect of a legal claim against the school division, the image or recording shall be sent to the Chief Financial Officer.
- 4.3 Images and recordings relating to a specific incident will be retained as per AP 180 Access to Information and / or *The Local Authority Freedom of Information and Protection of Privacy Act*.

Reference: Sections 85, 87, 108, 109, 175 Education Act
Local Authority Freedom of Information and Protection of Privacy Act

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