

<i>Rainy River District School Board</i>	SECTION 6 <i>Facilities</i>
VIDEO SURVEILLANCE	6.63

POLICY

The Rainy River District School Board will utilize video surveillance on Board property and on contracted school buses.

RATIONALE

The Rainy River District School Board is committed to the safety, security and protection of students, employees, other individuals and Board property.

IMPLEMENTATION

As per Procedure 6.63 Video Surveillance.

GUIDELINES

- 1.1 Surveillance locations will be authorized by system and school administration and located only in those areas where determined necessary. Video surveillance shall not monitor the inside of areas where students, staff and the public have a reasonable expectation of privacy.
- 1.2 Video surveillance will be used:
 - to monitor the safety of students and staff;
 - as a deterrent to destructive and/or criminal acts.
- 1.3 Video surveillance records may be used:
 - as evidence in any disciplinary action for culpable behaviour;
 - as evidence for any criminal act.
- 1.4 Covert video surveillance may only be used for investigating possible criminal activity.
- 1.5 Video surveillance shall not be used to monitor employee performance.
- 1.6 Video surveillance recording cycle will occur on a twenty-four (24) hour, seven (7) day a week basis, up to a maximum of 30 days.
- 1.7 System and school administration shall have viewing authority of video surveillance only where necessary in the performance of their duties, and where the access is necessary and proper in the discharge of those duties.
- 1.8 All written agreements between the Board and contracted service providers (e.g., transportation) will include an undertaking of confidentiality in the discharge of their duties

with respect to video surveillance, as referenced in this Policy and under the *Municipal Freedom of Information and Protection of Privacy Act*.

- 1.9 Board employees and contracted service providers who knowingly or deliberately breach this Policy or the provisions of the *Act* or other relevant statutes risk possible discipline or possible termination of services, as well as legal consequences.
- 1.10 In the event of an inadvertent disclosure of personal information, Procedure 2.83 Privacy Breach is to be followed.
- 1.11 System and school administration shall maintain control of and responsibility for the use of the video surveillance system equipment and the privacy obligations under the governing legislation including
- ensuring that the uses of video surveillance meets the Board's privacy obligations under the *Municipal Freedom of Information and Protection of Privacy Act*;
 - advising all stakeholders of the Board's privacy obligations;
 - consulting with all stakeholders regarding the requirement of this policy and associated administrative procedure;
 - advising staff at each school of the need to comply with the *Municipal Freedom of Information and Protection of Privacy Act*.

Definitions:

Covert Surveillance – Refers to surveillance where the subject has not been notified of the possibility of surveillance by signage or by any other means.

Personal Information – Refers to recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individual's race, colour, national or ethnic origin, sex and age.

Record – Means any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes: a photograph, a film, a microfilm, a videotape, a machine-readable record and any record that is capable of being produced from a machine readable record.

Storage Device – Refers to a video tape, computer disc or drive, CD-ROM, computer chip or other device used to store the recorded data of visual, audio or other images captured by a video surveillance system.

Video Surveillance System – Refers to a video, physical or other mechanical, electronic, wireless or digital surveillance system or device that enables continuous or periodic video recording or monitoring of individuals in school buildings, on school premises, and school buses.

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
<p>Procedure 6.63 Video Surveillance</p> <p>Procedure 2.83 Privacy Breach</p> <p><i>“Guidelines for Using Video Surveillance Cameras in Schools”</i> issued by the office of the Information and Privacy Commissioner of Ontario.</p>	<p>September 3, 2019</p> <p><u>Board Motion</u> 54</p> <p><u>Review Prior to</u> 2024</p>	<p><i>Education Act</i></p> <p><i>Municipal Freedom of Information and Protection of Privacy Act</i></p>