

OP. 42 Video Surveillance Policy

PURPOSE

The Video Surveillance System is in place at The Works facilities in the interest of facilitating a safe and secure environment. The purpose of this policy is to ensure the appropriate use of the Video Surveillance System and the personal information collected by the System.

SCOPE

This policy applies to those who operate/maintain the Video Surveillance System. This Policy has been prepared in accordance with the “Guidelines for Video Surveillance by Public Bodies in Newfoundland and Labrador” released by the Office of the Information and Privacy Commissioner of Newfoundland and Labrador on June 26, 2015.

POLICY STATEMENT

I. Purpose of Video Surveillance

Video Surveillance will be undertaken 24/7 throughout the facility for safety and security measures. Circumstances warranting a review of recorded images should be limited to instances where a serious incident has been reported/observed or to investigate a potential crime. Video surveillance will not be used for monitoring staff performance.

The information will be collected by the system and stored on a secure server. It may be viewed by authorized individuals and used to identify offenders and witnesses, apprehend and prosecute offenders or provide evidence in support of any inquiry or prosecution associated with criminal or suspicious activity.

II. Privacy

The Video Surveillance System is/will be installed in public areas. Cameras will not monitor areas where individuals have a reasonable expectation of privacy, i.e. change rooms, wash rooms, locker rooms or staff rooms.

Signage and notices are posted throughout the facility to indicate that video surveillance is in use.

III. Security and Storage of Recorded Information

Receiving equipment, such as the display monitors and recorded information are in the Maintenance Manager’s Office (Aquarena) and the Upper Level Mechanical Room (Field House). Access to these areas is limited to authorized individuals. The Video Surveillance system cannot be accessed remotely. Recordings that are stored on physical media (CD, DVD, USB, etc.) will be securely stored in the Director’s/General Manager’s Office.

Recorded information that has not been requested to be copied for viewing will be stored on the System for a period of 30 days, at which time it will be automatically deleted and overwritten by new records. Recorded information that has been copied and saved onto physical media devices will be retained as long as is legally required for the purpose of record retention or document discovery for courts or other tribunals. These records will be disposed of according to FA.17 Information Management Policy.

IV. Management of Recorded Information

Information collected by the Video Surveillance System is considered confidential information and will be treated as such. Authorized individuals will only access the system and its contents for the purpose of facility security, law enforcement, or in compliance with a summons, subpoena or other legal requirement in a legal proceeding.

The recorded information will only be used for security or law enforcement purposes, for a legal proceeding, for the provision of evidence in support of any inquiry or prosecution associated with criminal or suspicious activity on The Works property or with the consent of the individual whose personal information has been recorded.

The recorded information will only be disclosed to decision making authorities, the University's legal counsel, law enforcement agencies, the Crown or the individual who is subject of surveillance. Upon release/disclosure to appropriate authorities, a release log will be completed which contains to whom the information was disclosed, under what authority, when it was taken and if it will be returned to The Works or destroyed after use.

Individuals have the right to access their own personal information, including their own images as recorded on video surveillance. If disclosure of images is required, The Works must ensure that identifying information about other individuals on the recording is not revealed. Requests for access to the recorded images must be submitted in writing to the Director/General Manager. The Director/General Manager may consult with the Office of the General Counsel, Memorial University.

AUTHORITY

Division Managers are responsible to the Director/General Manager for administration and adherence of this policy.

The Director / General Manager will provide written authorization to appropriate individuals to access the Video Surveillance System.

RESPONSIBILITY

All employees of The Works are responsible for enforcing this policy and reporting all violations of this policy to a Supervisor or Division Manager.

The Manager of Maintenance is responsible for the operation and maintenance of the Video Surveillance System. They are responsible to ensure the destruction/disposal of records stored on the System in accordance with the Works Information Management Policy – FA 17.

The Administrative Assistant is responsible for the destruction/disposal of physical media records of recorded information in accordance with The Works Information Management Policy – FA.17.

The Information Services Coordinator is responsible for ensuring the policy is accessible online and that appropriate signage communicating the policy is clearly visible.