

Policy Information	
Policy No:	AD-FA-3.12
Approved by:	Executive Committee
Approval Date:	September 28, 2022
Executive Responsible:	Vice President Finance & Corporate Services
Administrator Responsible:	Director, Safety & Security
Date of Next Review:	September 2024

VIDEO SURVEILLANCE OF PUBLIC AREAS

Policy Statement

This policy governs the installation and use of surveillance technology, as well as access to surveillance records at the College of New Caledonia ("CNC" or the "College").

Purpose / Rationale

The College recognizes that privacy is a fundamental right. This policy is intended to ensure the CNC surveillance system complies with BC's Freedom of Information & Protection of Privacy Act (FIPPA) and other applicable legislation. The College uses the surveillance system to enhance the safety and security of staff, students, and visitors, as well as to protect the College's assets and property. CNC is committed to using this technology in a way that respects and safeguards the privacy of the College community.

Scope / Limits

This policy applies to video surveillance technology and records across College-owned and/or College-occupied locations.

This policy excludes any cameras and recordings associated with:

- communications, such as videoconferencing systems;
- technical support of information technology/audiovisual systems;
- academic instruction and exam invigilation;
- research projects; and
- specific events (e.g. convocation, town hall meetings, etc.).

Principles / Guidelines

1. The Director, Safety & Security is responsible for the installation, location, maintenance, administration, and operation of all College surveillance systems in accordance with all applicable laws and regulations governing surveillance.
2. The College may use surveillance systems to monitor and/or record activities for the following purposes:
 - 2.1. to assist in the protection of individuals, assets, and property;

- 2.2. to assist in the prevention and investigation of:
 - 2.2.1. criminal activity, injury and property loss; and
 - 2.2.2. violations of College policies, including those related to safety and security.
- 2.3. to facilitate responses to emergencies, natural disasters, and other serious incidents; and
- 2.4. for other purposes that are expressly authorized by law.
- 3. In accordance with section 26(c) of FIPPA, the College may only collect personally-identifying information using surveillance systems when the information relates directly to, and is necessary for, one or more of the purposes set out in Section 2 of this Policy, and only under the following conditions:
 - 3.1. other means for achieving the same objectives are substantially less effective than using cameras;
 - 3.2. the benefits of using cameras substantially outweigh any privacy intrusion; and
 - 3.3. the cameras have been configured to collect the minimum amount of personally-identifiable information necessary to achieve the purpose of the collection.
- 4. In accordance with section 32(a) of FIPPA, the College may only use personally-identifying information collected by surveillance systems for one of the purposes set out in Section 2 of this Policy, or for a use consistent with those objectives.
- 5. The surveillance system is not intended for the purpose of ongoing monitoring of students, staff, or faculty performance or conduct. However, the College may access and use surveillance recordings for investigative purposes, including in relation to employee or student misconduct.
- 6. Surveillance equipment will be placed only in public areas, where those under surveillance would have no reasonable expectation of privacy. Surveillance equipment will be in operation 24 hours a day, every day.
- 7. Persons authorized to review surveillance system recordings will be trained appropriately and supervised in the responsible and legal use of the technology.
- 8. Surveillance recordings will not be disclosed to anyone other than authorized personnel unless approved by the Director, Safety & Security and deemed necessary for legal and safety purposes. Any disclosure approved by the Director, Safety & Security will be in compliance with FIPPA.
- 9. All surveillance recordings will be stored and secured in locked storage facilities. Recordings will be maintained for a maximum of 30 days, and retained in accordance with all applicable college policies and procedures, conforming to all other laws and regulations.

10. This policy will be reviewed and updated at least every two (2) years by the Director, Safety & Security.
11. The Director, Safety & Security will periodically audit and review the use and security of surveillance systems at irregular intervals.
12. Breaches of this policy may be subject to disciplinary or other actions, and may also constitute a breach of FIPPA or other legislation, which could result in sanctions against the College or individuals.

Legislative and Collective Agreement References

Freedom of Information and Protection of Privacy Act (FIPPA)

Other Related Policies, Documents and Websites

Video Surveillance of Public Areas Procedures

Policy Amendment Log

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