

# Video Surveillance and Recording for Safety and Security Policy

<b>Category:</b>	Finance and Administration
<b>Responsibility:</b>	Director, Campus Security Services
<b>Approval:</b>	Senior Administrators Council
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## 1. INTRODUCTION

This policy is to provide guidance in the responsible use of video surveillance and recording on university premises for the purpose of safety and security of the Brock Community and its visitors.

Brock University is committed to enhancing the university community's quality of life by integrating the best practices of safety and security with the responsible use of technology.

## 2. OBJECTIVES

The principal objectives of video surveillance and recording include:

- Video surveillance and recording coverage twenty-four hours a day each day of the year throughout the interior and exterior of the university in several public and key areas.
- Enhancing safety and security.
- Preventing/deterring crime and public disorder.
- Reducing and removing the fear of crime.
- Identifying criminal activity.
- Identifying suspects.
- Gathering evidence.
- Reducing the cost and impact of crime to the university community.
- Endeavouring to use the least intrusive video surveillance and recording which will still fulfill this policy's requirements.
- Improving the allocation and deployment of Campus Security Services' enforcement assets.

## 3. APPLICATION

This Video Surveillance and Recording for Safety and Security Policy applies to video surveillance and recordings administered by Campus Security Services. It does not apply to video recordings gathered in other circumstances, for example, as part of recordings for an approved research initiative. To ensure such other collections are performed in compliance with applicable privacy law, reference should be made to the "Related Policies" at the end of this document.

#### 4. ROLES AND RESPONSIBILITIES OF CAMPUS SECURITY SERVICES:

- Responsible for video surveillance and recording for safety and security purposes.
- May disclose information, including any surveillance camera recordings with domestic law enforcement agencies within Canada (e.g., municipal, regional, provincial or federal police) as required for the purposes of the investigation of an offence. The exchange will be facilitated through Campus Security Services to ensure continuity in the event the recording becomes evidence in a judicial proceeding.
- In conjunction with Telecommunications and Network Services, will be responsible for recording all monitored activity and the secure storage of data recordings.
- Will be responsible for ensuring appropriate signage about the existence of video surveillance and recording cameras at Brock University.
- Will conduct an operational audit yearly to assess compliance with these guidelines, including an ongoing assessment of the involvement and support of the university community.

#### 5. PROCEDURES:

##### A) Confidentiality:

1. Video surveillance and recordings of university premises shall be conducted in a professional, ethical and legal manner, in accordance with the Freedom of Information and Protection of Privacy Act, and any other relevant legislation.
2. Collection of video data must be accompanied by signage placed at accessible locations which provides faculty, staff, students and members of the public with advance notice that their images may be collected. This may include facility or public space entrances. Notices should provide as follows:

This area is being video recorded for safety and security purposes. The personal information is collected under the authority of the *Brock University Act*. Questions may be directed to Brock University Campus Security Services, 905-688-5550, ext. 4300, or see [www.brocku.ca/campussecurity](http://www.brocku.ca/campussecurity).

3. Video surveillance and recording for the purpose of monitoring work areas and social areas should only occur in special circumstances, and this surveillance and recording will further the policy's principle objectives, which include the prevention/deterrence of illegal activity and the enhancement of safety.
4. Video surveillance and recording cameras shall not be directed through windows of a residential dwelling (including a university residence), or any non-university location where an individual has a reasonable expectation of privacy.
5. Only personnel authorized by Campus Security Services can view video surveillance recordings, either "real time" or recorded.
6. Copies of recordings shall only be made for investigative and/or evidence purposes and shall be controlled by Campus Security Services.

##### B) Security:

1. Information obtained through video surveillance or recording shall be used exclusively for security and law enforcement purposes, and only be released in accordance with this policy.
2. Video recordings shall be maintained in a secure environment.
3. No attempt shall be made to alter any part of a recording.
4. When a recording is seized as evidence, the name of the investigating officer, date, and time of seizure shall be recorded and retained in a log book within Campus Security Services.

**C) Retention of Recordings:**

1. Recordings that are not viewed will be retained for a period not in excess of 180 days. Recordings viewed for any purpose will be retained for a minimum period of one year from completion of use. In the case of use in court or tribunal proceedings, recordings will be kept for a minimum one year following final disposition of the matter including any court reviews and appeals.

**6. APPROVAL:**

The installation of video surveillance and recording cameras requires the approval of the Director of Campus Security Services in consultation with Information Technology Services in order to ensure the installation of the camera meets the objectives of this policy and ensure its compatibility with existing systems falls within legal boundaries.

**7. REPORT:**

The Annual Campus Security Services Report will include information regarding the installation of video surveillance and recording cameras. This Report will be published on the Campus Security Services Web Site.

**RELATED POLICIES:**

- Access to Information and Protection of Privacy Policy
- Procedure: Handling Personal Information

November 18, 2010