



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO VIDEO SURVEILLANCE POLICY B.M. 07

*"I CAN DO ALL THIS THROUGH HIM WHO GIVES ME STRENGTH."
PHILIPPIANS 4:13 (NIV)*

Created, Draft	First Tabling	Review
May 28, 2019	June 4, 2019	Click here to enter a date.
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RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



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A. EXECUTIVE SUMMARY

This report identifies and recommends that the Video Surveillance Policy Policy B.M. 07 be updated as proposed in Appedix A and reformatted in meta policy format.

The cumulative staff time required to prepare this report was 15 hours.

B. PURPOSE

This recommendation report is on the Order paper of the Governance & Policy Committee as it recommends a policy revision.

C. BACKGROUND

1. This policy was originally approved in June, 2007 and previously amended on January 29, 2015.
2. As part of the regular policy review cycle, Facilities Services, Technical Services, Safe Schools and Freedom of Information departments have jointly updated the policy to reflect current *Municipal Freedom of Information and Protection of Privacy Act* expectations with respect to use, disclosure, and retention of video surveillance footage.
3. The majority of the Board's security surveillance systems are located at secondary schools and at Msgr Fraser facilities. There are smaller (four to eight) camera systems located at some elementary schools. The Board's administration buildings - CEC, East and West Facilities - also have security surveillance systems.

D. EVIDENCE/RESEARCH/ANALYSIS

The current policy reflects relevant legislation and guidelines related to the report's subject matter.

- *Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990*
- *Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, Regulation 823*
- *Information and Privacy Commissioner of Ontario - Guidelines for the Use of Video Surveillance (2015)*
- *Freedom of Information and Protection of Privacy Policy A.38*

E. METRICS AND ACCOUNTABILITY

1. Through a system-wide technical audit, ensure that the Board's surveillance security systems meet the requirements defined in Policy B.M. 07 Video Surveillance.
2. Identify funding within the School Renewal program to undertake upgrades to security surveillance systems, based on system-wide needs analysis.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Technical Services and maintenance staff will continue to undertake a system-wide audit of all existing security surveillance systems for the purpose of assessing; video retention capacity, working condition, and age of the equipment.
2. The Archives, Records and Freedom of Information department will advise all senior staff, principals and vice principals as to current privacy expectations with regard to use and disclosure of video surveillance footage - to law enforcement, to individuals requesting footage in which they appear - and will communicate appropriate logging practices (Report Appendix C).
3. Communications will be provided to all senior staff, principals and vice principals advising them of the change in retention practices related to video surveillance footage and disclosing of personal information to police (Report Appendix B).
4. Clearly written signage will be prominently displayed at the perimeter of the building to provide adequate warning that surveillance systems are in operation (Appendix D).
5. The Board's Maintenance department will issue a yearly memorandum to all school principals and vice principals, as well as head caretakers advising them of the security surveillance equipment audits, repairs and maintenance schedules.

G. STAFF RECOMMENDATION

That Board approve the revised Video Surveillance Policy B.M. 07 per Report Appendix A.