



POLICY SECTION: Building
 SUB-SECTION: Plants/Grounds/Miscellaneous
 POLICY NAME: Video Surveillance
 POLICY NO: B.M.07

Date Approved: January 29, 2015 June 2007	Date of Next Review: 2019	Dates of Amendments: June 2007 January 29, 2015
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Cross References:

- *Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990, c. m. 56)*
- ~~*Municipal Freedom of Information and Protection of Privacy Act, Ontario Regulation 823, Section 5 R.R.O 1990*~~
- ~~Ontario Information and Privacy Commission, *Guidelines for Using Video Surveillance Cameras in Schools*, December 2003, Revised July 2009~~ Ontario Information and Privacy Commission, *Guidelines for the use of Video Surveillance Cameras in Public Places, 2007*
- **Information and Privacy Commissioner of Ontario – *Guidelines for the Use of Video Surveillance (2015)***
- **Freedom of Information and Protection of Privacy Policy (A.38)**

Appendix

- **Appendix A: Record of Accessed Surveillance Camera Footage**
- **Appendix B: Police Disclosure Guideline**
- **Appendix C: TCDSB Video Surveillance Signage**

Purpose:

To ensure that TCDSB assists in maintaining a safe and secure learning environment for students, staff and community members, by providing appropriate storage and access to video surveillance records.



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This policy describes the Toronto Catholic District School Board's video surveillance protocol designed to assist in maintaining a safe and secure learning environment for students, staff, trustees, and community members.

Scope and Responsibility:

This policy extends **applies** to all schools and buildings of the TCDSB that have video surveillance equipment. The Director of Education is responsible for this policy.

Alignment with MYSP:

Fostering Student Achievement and Wellbeing

Strengthening **Enhancing** Public Confidence

Inspired**ing** and Motivated**ing** Employees

Financial Impact

~~There is some minimal cost implication involved in retaining Digital Video Recordings (DVRs) and the need to update hard drives. These costs are potentially off-set by improvements in technology which allow for longer retention periods of video data and for more memory space on each DVR.~~

Legal Impact

~~The *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* Regulation 823, Section 5 requires that requested video surveillance footage must be retained for a period of one year.~~



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Policy:

The Toronto Catholic District School Board ~~and its schools~~ will strive to maintain safe and secure learning environments for students, staff, **trustees**, and community members ~~involved in school programs or the general operation of the Board,~~ through an effective management of video surveillance **systems and** records.

Regulations:

- ~~1. Video surveillance will occur seven days per week, 24 hours per day.~~
1. The Board will maintain control of and responsibility for ~~the~~ **its** video surveillance system ~~at all times.~~
- ~~2. The Board will maintain control of and responsibility for the video surveillance system at all times.~~
2. **Video surveillance systems may only be used in public spaces – hallways, entrances, open general offices, cafeterias and building perimeters.**
3. **Video surveillance systems will operate seven days per week, twenty-four hours per day.**
4. ~~The retention period for recorded information which has been requested for review, shall be a minimum of one (1) year. The recordings shall be retained in a controlled access location.~~



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Recorded video surveillance footage maybe accessed and used for the following purposes:

- **To assist an authorized administrator’s investigation;**
- **To provide lawful disclosure to an authorized individual; or**
- **To disclose video footage as a result of a freedom of information request or for other prescribed legal purposes**
- ~~recordings shall be retained in a controlled access location.~~

5. Personal information that has been recorded by a video surveillance system that has been accessed by a school or site administrator must be retained for a minimum of one year. School or site administrators shall maintain a disclosure log for all accessed footage (Appendix A)

6. ~~The retention period for recorded information, which has not be requested or viewed, shall be a minimum of thirty (30) calendar days~~ Personal information that has been recorded by a video surveillance system that has not been accessed by a school or site administrator must be retained for a maximum period of thirty (30) calendar days.

7. ~~External Requests for footage by law enforcement will be granted as permitted by *Municipal Freedom of Information and Protection of Privacy Act*, Section 32 (f).~~ Disclosure of video surveillance footage may be made to an



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institution or law enforcement agency as permitted by the *Municipal Freedom of Information and Protection of Privacy Act* (“MFIPPA”).

8. For an impacted individual, a request must be made through the Freedom of Information Officer. **All video surveillance footage disclosed to law enforcement must be recorded in a disclosure log as described in “Disclosing Personal Information to Police: Guidelines for TCDSB Schools (Appendix B).”**
9. **All requests for disclosure of video surveillance footage, made under MFIPPA must be made by an official MFIPPA request to the Board’s Senior Manager of Archives, Records Management, and Freedom of Information.**
10. ~~Every~~ **All** video surveillance systems shall be inspected annually as part of the maintenance program.
11. ~~In designing and~~ **When** planning ~~for~~ the potential use ~~installation~~ of a **new** video surveillance **system** in an elementary **or secondary** school, ~~or in revising the plan in a secondary school,~~ the Board will ensure that a consultation process ~~will~~ occurs with relevant stakeholders at the schools level.



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12. Video surveillance shall not be used for monitoring staff performance.

13. Using clearly written signs, prominently displayed at the perimeter of the video surveillance area, students, **staff, trustees, community members**

and the public ~~shall be~~ **are** notified of video surveillance equipment locations; such that each person has, reasonable and adequate warning that **video** surveillance is or may be in operation (**Appendix C**).

~~Schools will make video recordings available to police upon written request for the purposes of law enforcement.~~

14. The Director **of Education** may delegates to ~~Principals, Facility Managers and other employees at Board schools and facilities,~~ **school and site administrators, as well as designated TCDSB employees** the authority to operate the **Board's video surveillance** systems. Board employees and service providers are requested to review and comply with; the *Municipal Freedom of Information and Protection of Privacy Act*, ~~with~~ this policy, and with administrative procedures in performing their duties and functions related to the operation of video surveillance systems.



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15. It is correspondingly Board policy to employ video surveillance systems at board schools and facilities only as deemed necessary by the Director of Education. Every secondary school and all Monsignor Fraser College campuses shall have a video surveillance system where feasible.

Definitions:

Retention Period: The length of time video **surveillance footage** will be saved for potential future use.

~~**Reviewed Video:** When a video surveillance footage request is made by an authority (police request), a member of the , or anytime the footage is “used”, i.e. when it is referred to by a school administrator to clarify an incident.~~

Controlled Access Location: A secure (locked) location with limited access, provided solely to **authorized** TCDSB staff.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following: ~~It is correspondingly Board policy to employ video surveillance systems at board schools and facilities only as deemed necessary by the Director of Education, based~~



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~~on available information regarding need and a prudent course of action. Every secondary school shall have a video surveillance system where feasible.~~

The Senior Manager of Archives, Records Management, and Freedom of Information will monitor the system wide compliance with this policy.