

VIDEO SURVEILLANCE IN TOWN FACILITIES

SECTION: Administration

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: September 20, 2022

LAST REVIEWED BY COUNCIL: August 20, 2024

POLICY STATEMENT

The Town of Bon Accord recognizes the need to balance an individual's right to their protection of privacy against the Town's obligation to promote a safe environment for all residents, to ensure the safety of Town employees, and to protect Town assets.

PURPOSE

To develop a Video Surveillance policy that complies with the Access to Information Act, SA 2024, c. A-1.4 and the Protection of Privacy Act, SA 2024, c. P-28.5, as amended from time to time.

SCOPE

This policy allows for the installation and use of a Video Surveillance System in Town facilities within the parameters and subject to the conditions established by this policy. The Video Surveillance System is to be used to apprehend individuals who are committing crimes against persons and/or property, as well as to discourage individuals who may consider committing crimes. The Video Surveillance System is not to be used as a method of tracking the work habits or productivity of individual employees.

DEFINITIONS

"Council" means the Mayor, Deputy Mayor, or members of Bon Accord Council.

"Employee" means any individual employed by the Town including contractors and sub-contractors.

“POPA” means the Protection of Privacy Act, SA 2024, c. P-28.5, as amended from time to time.

“Personal Information” means recorded images of an identifiable individual.

“Record” as defined in the Access to Information Act, SA, c. A-1.4 means any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record.

“Storage Device” means a videotape, computer disk, drive, flash drive, CD ROM, or computer chip used to store the recorded visual images captured by a Surveillance System.

“Town” means the Town of Bon Accord

“Town Facilities” means the Town of Bon Accord office building, arena, and Public Works yard and trailer.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord

“Video Surveillance System” means a mechanical or electronic system or device that enables continuous or periodic video recording, observing, or monitoring of personal information about individuals in open public spaces, public buildings and public transportation.

RESPONSIBILITIES

Town Manager:

1. Delegate authority to manage the Surveillance System within Town facilities in accordance with the POPA.
2. Review this policy at least once every two (2) years.

Privacy Coordinator:

1. Sole authority for approving the release of information collected through this

policy.

2. Ensure that quarterly audits are conducted to establish proper use of Surveillance Systems in accordance with the POPA and this policy.

All employees with access to the Surveillance System are responsible for reviewing and complying with this policy.

GENERAL PRINCIPLES

I. Surveillance Equipment

1. Equipment such as video cameras may be installed in identified public areas where surveillance is determined necessary as a viable detection or deterrent.
2. Equipment shall not be positioned, internally or externally, to monitor areas outside a building, or to monitor other buildings, unless necessary to protect external assets or to ensure personal safety. Cameras should not be directed to look through the windows of adjacent buildings.
3. Equipment shall not monitor areas where the public and employees have a reasonable expectation of privacy (i.e.: showers, restrooms).
4. Equipment shall be stored in a secure area. Only authorized employees shall have access to the Surveillance System.
5. Video monitors shall not be located in a position that enables public viewing.
6. Sound shall not be recorded.
7. The public must be notified using clearly written signs prominently displayed at the perimeter of surveillance areas, so the public is notified that surveillance is or may be in operation before entering any area under surveillance.
8. The main entrance and any other areas under surveillance will display a notice in accordance with the POPA, including under which section the information is collected and Privacy Coordinator contact information.
9. The Privacy Coordinator and/or designate(s) will conduct quarterly audits to ensure equipment remains functional, tracking forms are being utilized

correctly, and retention period recommendations are met.

II. Retention, Use and Disclosure of Personal Information

1. All Personal Information will be deemed property of the Town of Bon Accord.
2. All Storage Devices that are not in use shall be stored in a secure area. All Storage Devices that have been used shall be labelled and dated.
3. Recordings should only be kept as long as necessary to fulfill the purpose of surveillance. Recordings no longer required shall be destroyed or overwritten.
4. The Surveillance System shall have a minimum retention period of 21 days. This retention requirement applies only to Personal Information that has been “used” by the Town.
5. Records will only be removed when an incident occurs or a request is made.
6. If the Surveillance System has been installed for public safety or deterrence purposes but detects possible criminal activity or non-compliance with or breach of a statute or bylaw that could lead to a penalty or sanction, the Records required for evidentiary purposes should be retained by the appropriate authorities and stored according to their standard procedures.
7. If a Record is released for law enforcement purposes, the release shall be documented as per Schedule “A”.
8. An Individual who is the subject of the information has a right to access his or her recorded information. Access may be granted in full or in part depending upon whether any of the exceptions in FOIP apply and whether the excepted information can reasonably be severed from the record.
9. Old Surveillance Systems must be securely disposed of by reliable means.

REFERENCES

- Access to Information Act & Protection of Privacy Act
- Town of Bon Accord Records Retention and Disposition Bylaw
- Service Alberta’s Guide to Using Surveillance Cameras in Public Areas, Revised 2004, as amended