



Purpose

To establish clear guidelines that pertain to the use of CCTV Video Surveillance Technology used in the Annapolis Valley Regional School Board.

Introduction

With the increased use of CCTV systems present throughout the Annapolis Valley Regional School Board there is a need to establish clear guidelines that can consistently be followed surrounding their use. CCTV systems capture and record personal information, and therefore, should be treated in accordance to the Nova Scotia Freedom of Information and Protection of Privacy Act (FOIPOP), Canadian Personal Information Protection and Electronic Documents Act (PIPEDA) and any other overarching government legislation.

Scope

This SOP has been created to apply to permanent and semi-permanent CCTV installations that have been installed at sites under the jurisdiction of the AVRSB. It is not meant to apply to situations where video recording occurs as part of a performance, ceremony, sports event or educational activity. Any partner or service provider of the AVRSB will also abide by the guidelines set forth in this SOP.

Definitions

CCTV (Closed Circuit Television): A closed system where signals are recorded and monitored primary for surveillance and security purposes.

VPN (Virtual Private Network): A network connection that utilizes a public network, such as the Internet, to remotely and securely connect to a private network.

Firewall: A computer system that is designed to block unauthorized access.

Responsibilities

Superintendent: The Superintendent, or designate, may monitor, search, and download footage on the CCTV system. The Superintendent, or designate, will authorize the external release of CCTV footage.

School Administration: It is the responsibility of the school administration to monitor, search and download any needed footage on the school based CCTV system.

Coordinator of Information Technology: The Coordinator of Information Technology, will approve the installation or relocation of any camera which is part of a school based CCTV system. The Coordinator of Information Technology will maintain a log of all externally released footage.



AVRSB IT Division: It is the responsibility of the AVRSB IT Division to install, administer and maintain all school based CCTV systems. Assistance of the Property Services Division will be sought if electrical expertise is needed. The AVRSB IT Division will also be responsible for training users on the use of school based CCTV systems.

Coordinator of Transportation: The Coordinator of Transportation, will approve the installation or relocation of any camera which is part of a bus based CCTV system.

AVRSB Transportation Division: It is the responsibility of the AVRSB Transportation Division to install, administer and maintain all bus based CCTV systems.

Transportation Foremen: It is the responsibility of the Transportation Foreman to monitor, search and download any needed footage on the bus based CCTV system.

Private Service Provider: It is the responsibility of the service provider to install, administer and maintain all CCTV systems within sites and buses under their control. The service provider will also be responsible for training users on the use of CCTV systems. The Superintendent, or designate, will authorize all externally released footage which displays students or Board staff.

Specific Procedure

System Installation

- Cameras may be installed on the exterior and interior of buildings in non-instructional areas and on school buses. Every attempt will be made to adjust cameras so their field of view will only capture areas that are of relevance and take into account the privacy of neighbours.
- Cameras shall not be located in areas where there is a heightened expectation of privacy, such as washrooms or locker rooms.
- All CCTV system consoles will be located in a secure location, or protected by a secured authentication method to prevent unauthorized searching and downloading of footage.

System Access

- Access to CCTV systems will be to designated users only and will be controlled by use of a secured authentication method.
- All users who access CCTV systems will sign a copy of this document for file, indicating they have read it and will abide by its guidelines.
- Real-time viewing of CCTV system may be delegated by an authorized user for the purpose of building entrance security and verification.
- All CCTV systems will be protected from the Internet by residing behind a firewall. If remote access is needed VPN technology will be used.



System Use

- The primary use of CCTV systems is to help ensure a safe, positive and effective learning environment. CCTV systems are used to protect property against theft, vandalism and unlawful activity. CCTV systems may be used to monitor for the compliance of Board policies.

Data Retention

- CCTV systems will be configured to record continuously and will re-write over aged data on a rotational basis. Any footage that needs to be secured for future review should be downloaded within two weeks of the incident. Failure to download footage within two weeks may result in loss of footage.
- No CCTV footage will be downloaded on personal owned devices.
- All storage media that contains CCTV footage will be stored in a secure location. If footage is no longer relevant, the storage media will be destroyed in a way that ensures it is un-recoverable.

Signage and Notification

- Signage will be clearly posted at sites where CCTV systems are in place. Signage will be located in multiple locations, such as entrances and lobbies. Signage will provide adequate warning that CCTV surveillance is in place and provide contact information if further information is sought.
- Public notification of the presence of CCTV systems should be present on the school website and in the student handbook. At the beginning of the school year a notice may be sent home with students to notify parents of CCTV presence. Refer to Appendix B of this document for wording.

Release of Footage

- In the event that footage is requested by an external party the Superintendent, or designate, will authorize the release of footage.
- AVRSB will comply with authorities as required at their request for footage upon being presented with a production order, warrant, subpoena or another form of an official legal order.
- Upon the release of any footage external to the AVRSB, it will be logged using the form in the Appendix A of this document and a copy will be kept on file with the Coordinator of Information Technology, along with any supporting documentation.

Signature: _____ Date: _____



Appendix A

CCTV Footage Release Log:

Site: _____

Authorizer: _____

Date and Time of Event: _____

Requestor Name: _____

Requestor Address: _____

Requestor Telephone Number: _____

Description of Event: _____

Authorizer Signature: _____ Date: _____

Requestor Signature: _____ Date: _____



Appendix B

MEMO STATING PRESENCE OF VIDEO SURVEILLANCE SYSTEMS

The Annapolis Valley Regional School Board uses video surveillance to ensure a safe, positive and effective learning environment. CCTV systems are used to protect property against theft, vandalism and unlawful activity. CCTV systems may be used to monitor for the compliance of Board policies.

It is recognized that video surveillance captures personal information and we have taken steps to protect privacy rights. Only designated staff have access to view the information recorded and access is strictly controlled.

Further information pertaining to our use of video surveillance may be obtained by contacting the Coordinator of Information Technology at 902-538-4600.