

## Town of Stettler

**Prepared by:** Parks and Leisure Services

**Number:** XII-1

**Adopted by:** Town of Stettler Council

**Original Policy:** 2008 06 03

**Revised Policy:** N/A

**Current Policy:** 2008 06 03

**TITLE:** Security Camera Policy Statement

### **POLICY STATEMENT:**

It is the policy of the Town of Stettler to utilize video surveillance to ensure the security of individuals, assets and property.

### **PURPOSE:**

Video security surveillance systems are a resource used by The Town of Stettler at selected sites within the jurisdiction of the Town. In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident.

The Town of Stettler recognizes that video surveillance technology has a high potential for infringing upon an individual's right to privacy and although video surveillance technology may be required for legitimate operational purposes, its use must be in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (the Act).

### **GUIDELINES:**

The following guidelines are applicable to all Departments:

#### **Designated Responsibilities**

The Chief Administrative Officer is responsible for the overall Video Security Surveillance Program.

The Department Head of each Department is responsible for ensuring the establishment of departmental procedures of video surveillance equipment, in accordance with this policy.

- (a) Documenting the reason for implementation of a video surveillance system at the designated area.
- (b) Maintaining a record of the locations of the reception equipment.
- (c) Maintaining a list of personnel who are authorized to access and operate the system(s).
- (d) Maintaining a record of the times when video surveillance will be in effect.
- (e) Posting of a NOTICE OF COLLECTION OF PERSONAL INFORMATION.
- (f) Assigning a person responsible for the day-to-day operation of the system in accordance with the policy, procedures and direction/guidance that may be issued from time-to-time.

Town employees and service providers shall review and comply with the policy and the Act in performing their duties and functions related to the operation of the video surveillance system.

Town employees may be subject to discipline if they knowingly or deliberately breach the policy or the provisions of the Act or other relevant statutes.

Where the Town has a contract with a service provider, the contract shall provide that failure by the service provider to comply with the policy or the provisions of the *Act* is considered a breach of contract leading to penalties up to and including contract termination. Employees of institutions and employees of service providers should sign written agreements regarding their duties under the policy and the *Act*, including an undertaking of confidentiality.

### **Notification**

The public should be notified of the existence of video surveillance equipment by clearly written signs prominently displayed at the entrances, exterior walls, interior of buildings and/or perimeter of the video surveillance areas.

Signage must satisfy the notification requirements under section 29(2) of the *Act*, which include:

- informing individuals of the legal authority for the collection of personal information;
- the principal purpose(s) for which the personal information is intended to be used; and
- the title, business address and telephone number of someone who can answer questions about the collection;

The following is suggested wording for use in building signage, based on a minimum requirement.

**“THIS AREA IS MONITORED BY VIDEO SURVEILLANCE CAMERAS. Please direct inquires to: *(title, business address and phone number of someone who can be contacted during business hours to answer questions about the collection of personal information)*”**

### **Access, Use and Disclosure**

Information collected by way of video surveillance systems may only be used for the purposes of the stated rationale and objectives set out to protect public safety or to detect and deter criminal activity and vandalism. Information should not be retained or used for any other purposes.

(a) All tapes or other storage devices that are not in use should be dated, labeled and stored securely in a locked container located in a controlled access area.

(b) Access to the storage devices should only be by authorized personnel. Logs should be kept of all instances of access to, and use of, recorded material to enable a proper audit trail. The personal information recorded by video surveillance is subject to access and privacy legislation. An individual whose personal information has been collected by a video surveillance system has a right of access under Section 36 of the Municipal Freedom of Information and Protection of Privacy Act. Access will depend upon whether an exemption applies and if exempt information can be reasonably severed from the record.

(c) Only the Town Manager, Department Head, or a delegated alternate may review the information. Circumstances, which would warrant review, will normally be limited to an incident that has been reported/observed or to investigate a potential crime.

**Retention**

The retention period for information that has not been viewed for law enforcement or public safety purposes shall be seven (7) calendar days for digital systems. Once the retention period is met, all tapes must be erased and reused or securely disposed of (shredded, burned or degaussed).

When recorded information has been viewed for law enforcement or public safety purposes, the retention period shall be a minimum of one (1) year from the date of viewing.

The Town of Stettler will store and retain storage devices required for evidentiary purposes according to standard procedures until the law enforcement authorities request them.

**Training**

Where applicable and appropriate, the policy and guidelines will be incorporated into training and orientation programs of the Town and service provider(s). Training programs addressing staff obligations under the Act shall be conducted as necessary.