

902.3 Audio and Video Surveillance

Policy

The board expects that Division property will be monitored to maintain a safe and secure environment for schools and Division property. When using video and audio surveillance systems the Division must balance the benefits of the surveillance systems against the privacy of the individual.

Regulations

1. In accordance with the *Freedom of Information and Protection of Privacy Act*, the District may only use personal information collected by a surveillance system to support the safety and security of the Division's schools and facilities, for disciplinary, legal, legislative or law enforcement purposes, for enforcement of administrative regulations, or for a use consistent with those purposes, or in accordance with a court order.
2. An individual whose personal information has been collected and recorded by a surveillance system may request access to the information, in accordance with the *Freedom of Information and Protection of Privacy Act*.
3. Surveillance systems will be used as a tool for achieving safety and/or law enforcement objectives.
4. Surveillance cameras must not be directed towards property or buildings adjacent to Division owned or operated property.
5. Surveillance cameras must not be used to monitor areas where individuals have a reasonable expectation of privacy, including but not limited to change rooms and washrooms.
6. If surveillance systems are in use, visible signage must be posted in the area of the surveillance, notifying people that the property is under surveillance.
7. Police or employees of the Division may review and/or monitor surveillance information when they are required and authorized by the school or Education Centre administration to do so in the performance of their duties.

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8. The Principal of a school or the Director responsible for the Division owned or operated property may delegate real-time viewing of monitors to a police officer for law enforcement purposes, or to other Division employees who may need the information for the performance of their duties.
9. Surveillance information that has been viewed for law enforcement or school safety purposes, or requested through *FOIP* legislation, will be retained for a minimum of five years.
10. Audio from Division phones may be recorded for the safety and security of the Division staff. A disclaimer at the beginning of each call must be provided to the public when Division phones have the recording feature activated.

References

Alberta School Act:	45, 60
Other Statutes:	<i>Freedom of Information and Protection of Privacy Act</i> ss. 32, 33, 34, 35, 38, 39, 40, 41