

<b>Title</b>	<b>Video Surveillance</b>
<b>Number</b>	<b>G1004</b>
<b>Category</b>	<b>Facilities</b>

## 1. PURPOSE

To regulate video surveillance installations, monitoring and recording on properties under the care and control of Langara College, while ensuring for appropriate use of the video surveillance system and the personal information collected by the system.

## 2. DEFINITIONS

**Video surveillance system** – is a system in which video transmissions are collected for security purposes but not publicly distributed.

**Overt surveillance** – is surveillance conducted with one or more cameras installed in plain view and with notification signage clearly posted in the area under surveillance.

**Personal information**– recorded information about an identifiable individual other than the names and business contact information of employees.

## 3. POLICY

### General

3.1 The video surveillance system is an integral part of security operations at Langara College.

3.2 Video surveillance cameras will be in operation on a 24-hour basis as a means of monitoring activities throughout the College to:

- enhance the safety of students, employees, service providers and visitors,
- protect College property against theft or vandalism,
- aid in the identification of individuals engaged in apparent criminal activities or in activities disruptive to College operations, and
- discourage or prevent criminal or disruptive activity.

3.3 Signage will be posted at prominent locations on College grounds and buildings to inform the community of the presence of video surveillance.

3.4 To maintain an informed College community, the Safety, Security and Emergency Management department will, on an annual basis, disseminate and publish written materials that describe the purpose and location of video surveillance cameras.

3.5 Any student, employee, service provider or visitor who has been recorded by a video surveillance camera has a right of access to his or her personal information under the B.C. Freedom of Information and Protection of Privacy Act.

**Operations/Use**

- 3.6 The College will operate the video surveillance system in a manner consistent with internal policies and in compliance with B.C.'s Freedom of Information and Protection of Privacy Act. Video surveillance is limited to uses that do not violate individuals' reasonable expectation of privacy.
- 3.7 Information obtained through video surveillance will be used solely for the purposes set out in this policy and must relate to the safety of students, employees, service providers and visitors, or assist in the detection and deterrence of criminal activity or activities disruptive to College operations. Information will not be retained or used for purposes other than those described.
- 3.8 Video surveillance cameras will not:
- a) be used to monitor employee performance,
  - b) be equipped to capture or record audio data,
  - c) be installed in areas where there is a reasonable expectation of privacy including, but not limited to, change rooms, offices, classrooms, health, counselling and disability services areas and washrooms, and
  - d) be directed to look through the windows of adjacent, off-campus buildings/property.
- 3.9 Monitors used to review video surveillance recordings will be located in a secure area restricted to authorized persons. When not in use or being reviewed, camera images must not be accessible or viewable by non-authorized persons.
- 3.10 Video recording and review will be conducted in a professional, ethical and legal manner. Personnel involved in video recording and review will be appropriately trained and continuously supervised in the responsible use of this technology.

Violation of the procedures for video recording and review will result in disciplinary action appropriate to the violation.

**Responsibilities**

- 3.11 The Director of Facilities is responsible to:
- a) ensure the safe operation of Langara facilities,
  - b) ensure the campus has adequate resources to operate and maintain a video surveillance system, and
  - c) ensure that the video surveillance system complies with B.C.'s Freedom of Information and Protection of Privacy Act.
- The Director of Facilities may delegate specific duties regarding the operation and maintenance of the system.
- 3.12 The Manager, Safety, Security and Emergency Management is responsible to:
- a) oversee and coordinate the video surveillance system at Langara to ensure consistent and standard application across the campus,
  - b) ensure written procedures are in place,
  - c) ensure that the use and security of video surveillance equipment is subject to annual audits and regular maintenance and address deficiencies or concerns identified by the audit, and
  - d) review and evaluate the video surveillance system, at least once every calendar year, to ascertain whether it is still required in accordance with the procedures.
- 3.13 The Manager, Records Management and Privacy is responsible to:
- a) conduct an audit every three years of the video surveillance system for compliance with the Freedom of Information and Protection of Privacy Act,

- b) respond to requests for access to personal information made under the Freedom of Information and Protection of Privacy Act.

### Complaints

- 3.14 Complaints regarding video surveillance at Langara College will be handled according to the procedures associated with this policy.

### Privacy Breaches

- 3.15 Unauthorized access to, collection, use of, disclosure or disposal of personal information is a privacy breach. The College will respond promptly and effectively to minimize the impact of breaches upon the persons whose information has been leaked and to limit damage to the College and its reputation.
- 3.16 Guidance for responding to privacy breaches is provided by B.C.'s Office of the Information and Privacy Commissioner through the Manager, Records Management and Privacy. Specific procedures for responding to privacy breaches are contained in the procedures associated with this policy.

### Ownership

- 3.17 The College retains ownership of all recorded media produced by the video surveillance technology and the contents thereof in perpetuity. No material thus recorded may be published, exhibited or reproduced in any form publicly or privately without the express written consent of Langara College.

## 4. RESPONSIBILITY

For inquiries relating to this policy, contact the Director of Facilities.

## 5. REGULATIONS/PROCEDURES

[Video Surveillance Procedures](#)

[B. C. Office of the Information and Privacy Commissioner – Public Sector Video Surveillance Guidelines](#)

History/Revision	
Origination Date	January 23, 2018
Amendment Date(s)	Not applicable
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