



POLICY SECTION: Building
SUB-SECTION: Plants/Grounds/Miscellaneous
POLICY NAME: Video Surveillance
POLICY NO: B.M.07

Date Approved: June 2007	Date of Next Review: June 2024	Dates of Amendments: January 29, 2015, June 2019
Cross References: <ul style="list-style-type: none">• <i>Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990, c. m. 56)</i>• Ontario Regulation 823 R.R.O 1990• Information and Privacy Commissioner of Ontario – <i>Guidelines for the Use of Video Surveillance (2015)</i>• Freedom of Information and Protection of Privacy Policy (A.38)		
Appendix <ul style="list-style-type: none">• Appendix A: Record of Accessed Surveillance Camera Footage• Appendix B: Police Disclosure Guideline• Appendix C: TCDSB Video Surveillance Signage		

Purpose:

This policy describes the Toronto Catholic District School Board’s video surveillance protocol designed to assist in maintaining a safe and secure learning environment for students, staff, trustees, and community members.

Scope and Responsibility:

This policy applies to all schools and buildings of the TCDSB that have video surveillance equipment. The Director of Education is responsible for this policy.



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Alignment with MYSP:

Fostering Student Achievement and Wellbeing

Enhancing Public Confidence

Inspiring and Motivating Employees

Policy:

The Toronto Catholic District School Board will strive to maintain safe and secure learning environments for students, staff, trustees, and community members, through an effective management of video surveillance systems and records.

Regulations:

1. The Board will maintain control of and responsibility for its video surveillance system.
2. Video surveillance systems may only be used in public spaces – hallways, entrances, open general offices, cafeterias and building perimeters.
3. Video surveillance systems will operate seven days per week, twenty-four hours per day.
4. Recorded video surveillance footage maybe accessed and used for the following purposes:
 - To assist an authorized administrator’s investigation;
 - To provide lawful disclosure to an authorized individual; or
 - To disclose video footage as a result of a freedom of information request or for other prescribed legal purposes



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5. Personal information that has been recorded by a video surveillance system that has been accessed by a school or site administrator must be retained for a minimum of one year. School or site administrators shall maintain a disclosure log for all accessed footage (Appendix A)
6. Personal information that has been recorded by a video surveillance system that has not been accessed by a school or site administrator must be retained for a maximum period of thirty (30) calendar days.
7. Disclosure of video surveillance footage may be made to an institution or law enforcement agency as permitted by the Municipal Freedom of Information and Protection of Privacy Act (“MFIPPA”).
8. All video surveillance footage disclosed to law enforcement must be recorded in a disclosure log as described in “Disclosing Personal Information to Police: Guidelines for TCDSB Schools (Appendix B).”
9. All requests for disclosure of video surveillance footage, made under MFIPPA must be made by an official MFIPPA request to the Board’s Senior Manager of Archives, Records Management, and Freedom of Information.
10. All video surveillance systems shall be inspected annually.
11. When planning for the installation of a new video surveillance system in an elementary or secondary school, the Board will ensure that a consultation process will occur with relevant stakeholders at the school level.
12. Video surveillance shall not be used for monitoring staff performance.



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13. Using clearly written signs, prominently displayed at the perimeter of the video surveillance area, students, staff, trustees, community members and the public are notified of video surveillance equipment locations; such that each person has, reasonable and adequate warning that video surveillance is or may be in operation (Appendix C).
14. The Director of Education delegates to school and site administrators, as well as designated TCDSB employees the authority to operate the Board's video surveillance systems. Board employees and service providers are requested to review and comply with; the *Municipal Freedom of Information and Protection of Privacy Act*, this policy, and with administrative procedures in performing their duties and functions related to the operation of video surveillance systems.
15. It is correspondingly Board policy to employ video surveillance systems at board schools and facilities only as deemed necessary by the Director of Education. Every secondary school and all Monsignor Fraser College campuses shall have a video surveillance system where feasible.

Definitions:

Retention Period:

The length of time video surveillance footage will be saved.

Controlled Access Location:

A secure (locked) location with limited access, provided solely to authorized TCDSB staff.



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Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

The Senior Manager of Archives, Records Management, and Freedom of Information will monitor the system wide compliance with this policy.