



**POLICY** Buildings

**SECTION:**

**SUB-SECTION:** Plants/Grounds/Miscellaneous

**POLICY NAME:** Video Surveillance

**POLICY NO:** B.M. 07

<b>Date Approved:</b> January 29 <sup>th</sup> , 2015	<b>Date of Next Review:</b> 2019	<b>Dates of Amendments:</b> June 2007
<p><b>Cross References:</b>  Municipal Freedom of Information and Protection of Privacy Act,  Ontario Regulation 823, Section 5  Ontario Information and Privacy Commission, <i>Guidelines for Using Video Surveillance Cameras in Schools</i>, December 2003, Revised July 2009  Ontario Information and Privacy Commission, <i>Guidelines for the use of Video Surveillance Cameras in Public Places, 2007</i></p>		

**Purpose**

To ensure that TCDSB assists in maintaining a safe a secure learning environment for students, staff and community members, by providing appropriate storage and access to video surveillance records.

**Scope and Responsibility**

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

**Alignment with MYSP:**

- Student Achievement and Well-Being
- Strengthening Public Confidence
- Inspired and Motivated Employees



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### **Financial Impact**

There is some minimal cost implication involved in retaining Digital Video Recordings (DVRs) and the need to update hard drives. These costs are potentially off-set by improvements in technology which allow for longer retention periods of video data and for more memory space on each DVR.

### **Legal Impact**

The Municipal Freedom Of Information and Protection of Privacy Act (MFIPPA), Regulation 823, Section 5 requires that requested video surveillance footage must be retained for a period of one year.

### **Policy**

The Toronto Catholic District School Board and its schools will strive to maintain safe and secure learning environments for students, staff and community members involved in school programs or the general operation of the Board, through an effective management of video surveillance records.

### **Regulations**

1. The Board will maintain control of and responsibility for the video surveillance system at all times.
2. Surveillance systems shall only be used in public spaces – hallways, entrances, open general offices, cafeterias and building perimeters.
3. Video surveillance will occur seven days per week, 24 hours per day.
4. The retention period for recorded information, which has not be requested or viewed, shall be a minimum of thirty (30) calendar days.



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5. The retention period for recorded information which has been requested for review, shall be a minimum of one (1) year. The recordings shall be retained in a controlled access location.
6. External requests for footage by law enforcement will be granted as permitted by Municipal Freedom of Information and Protection of Privacy Act, Section 32 (f) or for an impacted individual, a request must be made through the Freedom of Information Officer.
7. Every video surveillance system shall be inspected semi-annually as part of the maintenance program.
8. In designing and planning the potential use of a video surveillance in an elementary school, or in revising the plan in a secondary school, the Board will ensure that a consultation process will occur with relevant stakeholders at the schools level.
9. Video surveillance shall not be used for monitoring staff performance.
10. Using clearly written signs, prominently displayed at the perimeter of the video surveillance area, students, staff and public shall be notified of video surveillance equipment locations, such that each person has reasonable and adequate warning that surveillance is or may be in operation.
11. Schools will make video recordings available to police upon written request for the purposes of law enforcement.
12. The Director may delegate to Principals, Facility Managers and other employees at Board schools and facilities, authority to operate the systems. Board employees and service providers are requested to review and comply with the *Municipal Freedom of Information and Protection of Privacy Act*, with this policy, and with administrative procedures in performing their duties and functions related to the operation of video surveillance systems.



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### **Definitions:**

**Retention Period:** The length of time video will be saved for potential future use.

**Reviewed Video:** When a video surveillance footage request is made by an authority (police request), or an impacted individual, or anytime the footage is “used”, i.e. when it is referred to by a school administrator to clarify an incident.

**Controlled Access Location:** A secure (locked) location with limited access, provided solely to TCDSB staff.

### **Metrics**

1. It is correspondingly Board policy to employ video surveillance systems at board schools and facilities only as deemed necessary by the Director of Education, based on available information regarding need and a prudent course of action. Every secondary school shall have a video surveillance system where feasible.