



AP 142 – VIDEO SURVEILLANCE

BACKGROUND

Saskatoon Public Schools (SPS) places the highest priority on the safety of staff and students. The use of video surveillance on school division property and transportation, including vehicles owned, operated, or contracted by the division contributes to the safe learning and working environments of all staff and students and the protection of school division property. All recorded images are records under the custody and control of the school division, including those collected through contracted service providers, and are used, disclosed, retained, secured and disposed of in accordance with this administrative procedure and the LAFOIP Act to protect the privacy of staff and students.

PROCEDURES

1. Considerations prior to using a video surveillance system.
 - 1.1 Before deciding to use video surveillance on school division property and transportation, the school administration, site manager, or transportation manager must have:
 - 1.1.1 Considered other less privacy-invasive alternatives to video surveillance.
 - 1.1.2 Prior knowledge of existing specific incidents of safety concerns.
 - 1.1.3 Consulted with stakeholders, including staff, the School Community Council and the area superintendent.
 - 1.2 The director or designate must approve all requests for video surveillance. A written or email request from the school administrator, site manager, or transportation manager must share the rationale for video surveillance, which outlines the steps completed in procedure 1.1.
 - 1.3 The privacy officer must also be notified.
 - 1.4 Covert surveillance occurs when surveillance devices are used without notification to the individuals. Covert surveillance may be authorized by the director in exceptional circumstances for limited periods for safety or investigation.
2. Notification of the installation of video surveillance equipment
 - 2.1. The following notification procedures must take place before video surveillance takes effect on school division property and transportation:
 - 2.1.1. Signs must be displayed in high traffic areas when video surveillance is in use to provide reasonable and adequate warning that video surveillance is in effect.

Example:
Video surveillance is in use to ensure the safe learning and working environments of all staff and students and to protect school division property. Questions about this surveillance should be directed to the school administration or site manager.



- 2.1.2 The school administration must provide annual notification at the beginning of each school year, through appropriate communication (e.g., handbook or newsletter), notifying the use of video surveillance on school division property, including transportation where applicable. The transportation manager will advise schools of surveillance on transportation to support this communication.

Example:

Video surveillance is used on school property to ensure the safe learning and working environments of all staff and students and to protect school division property.

3. Installation of video surveillance equipment

- 3.1 Video surveillance will be installed only in identified public areas where surveillance is necessary to ensure the safety of staff, students and school division property.
- 3.2 Video surveillance will only be installed in areas that have been identified as requiring surveillance.
- 3.3 Video surveillance will not be installed in areas that have a higher expectation of privacy.

4. Access to video surveillance equipment

- 4.1 Only the school administration, site manager, transportation manager, members of Administrative Council, or authorized designate, including contracted service providers acting under the custody and control of the school division are permitted access to video surveillance, including its controls and equipment.

5. Review and use of recordings

- 5.1. Recordings will be subject to review by the school administration, site manager, transportation manager, members of Administrative Council, or authorized designate, including contracted service providers acting under the custody and control of the school division, only where a specific incident has been reported or observed, or when investigating a reported or potential incident.
- 5.2. Recordings may only be viewed in private and used for the purpose of protecting staff or student safety and/or the protection of school property.
- 5.3. Only the school administration, site manager, transportation manager, and members of Administrative Council may designate another school employee or contracted provider to view recordings if needed for the purpose as stated in procedure 5.1 or 5.2.
- 5.4. A designated employee responsible for technical operations of video surveillance systems may have access to recordings for technical purposes only.
- 5.5. Video recordings may be used as evidence in any disciplinary action, to deter and detect criminal offences and for the purposes of determining adherence to board policies and school rules.

6. Access to recordings



- 6.1. An individual whose personal information has been collected by video surveillance has a right to access their personal information under the LAFOIP Act. Access may be granted to an individual's own personal information in whole or in part under this provision unless an exemption applies under the legislation. Access to an individual's own personal information in these circumstances may also depend upon whether any exempt information can be reasonably severed from the recording.
 - 6.2. The legal decision maker of a minor may have a right to access the minor's personal information in accordance with the LAFOIP Act where, in the opinion of the director or designate, would not constitute an unreasonable invasion of the personal privacy of the minor.
 - 6.3. A student may view segments of a recording relating to themselves if they can exercise their own right to access it under the LAFOIP Act.
 - 6.4. Student and/or parent/guardian viewing of video records must be done in the presence of a school administrator.
 - 6.5. Viewing of a video record may be refused or limited where the viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety or any ground recognized in the LAFOIP Act.
 - 6.6. Any requests for a copy of a video recording shall be dealt with in accordance with the provisions of the LAFOIP Act.
7. Disclosure of recordings to third parties
 - 7.1. The recording will not be disclosed to third parties except in accordance with the provisions of the LAFOIP Act and this procedure.
 - 7.2. The school administration or site manager may disclose the recordings to law enforcement agencies to ensure staff and student safety and to protect school division property and/or for the investigation of criminal activity.
8. Retention of records
 - 8.1. Video security surveillance systems create a record by recording personal information and to protect that information the following processes will be followed:
 - 8.1.1 All video records or other storage devices must be secured.
 - 8.1.2 Video records are deleted as the footage accumulates.
 - 8.1.3 Video records that are part of an ongoing investigation may be retained as needed.
9. Audit and evaluation
 - 9.1. The school administration, site manager or transportation manager is responsible for the proper use of video surveillance. The director or designate may conduct an audit or evaluation to ensure that:
 - 9.1.1. Administrative Procedure 142 is being followed.
 - 9.1.2. Video surveillance is being used for its intended purpose.



9.1.3. Privacy protections are respected.

10. Violation of Administrative Procedure

- 10.1. The use of video surveillance is to be carried out in accordance with this administrative procedure. SPS will not accept the improper use of video surveillance and will take appropriate action if this administrative procedure has been violated.

- 10.2. Each contractor hired by the division who is involved in the operation of video surveillance cameras shall be required to agree in writing that it will comply with this Administrative Procedure and the LAFOIP Act and keep any information acquired confidential.

Reference: Local Authority Freedom of Information and Protection of Privacy Act
Administrative Policy 170: Local Authority Freedom of Information and Protection of Privacy
Video Surveillance Guidelines for Public Bodies – Office of the Saskatchewan Information and Privacy Commissioner

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