

## ELECTRONIC SURVEILLANCE USE

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	A. General
<b>Policy Number:</b>	A32
<b>Approval Date:</b>	June 18, 2013
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<b>Policy Owner:</b>	Director, Residence and Ancillary Services Director, Information Technology

<b>Objective:</b>	<p>Olds College recognizes the need to balance an individual's right to privacy and the institution's duty to promote a safe environment and protect college assets.</p> <p>A reasonable and limited degree of monitoring, as set forth in this Policy is appropriate and surveillance of public areas via closed circuit television (CCTV) or similar means of technology will be used at Olds College facilities.</p> <p>This policy does not apply to legitimate uses of video cameras or recording devices for college promotion, instruction, research, or other non-surveillance purposes. This policy does not include the use of surveillance cameras or equipment used by police authorities.</p>
<b>Policy:</b>	<p><b>SPECIFIC GUIDELINES</b></p> <p>Implementation and use of surveillance systems at the College are to be in compliance with FOIP.</p> <p><b>1. Location</b></p> <p>Monitoring devices will only be located in public areas where those under surveillance have no reasonable expectation of privacy. All electronic surveillance shall be conducted in a professional, ethical, and legal manner.</p> <p><b>2. Notification</b></p> <p>Public areas with surveillance equipment will be signed accordingly to ensure that persons entering these areas are aware that cameras may be in operation.</p> <p><b>3. Use of Surveillance Equipment</b></p> <p>Receiving equipment will be secure. Only authorized persons will have access to receiving equipment. Authorized persons will access the recorded images only if</p>

there is a security based reason, if an incident has been observed, reported or is suspected to have occurred.

#### 4. Use of Recorded Images

##### Disclosure

The recorded images may be disclosed to any of the following for the purposes of an incident that has been observed, reported or is suspected to have occurred:

- a. law enforcement agencies;
- b. staff or person(s) as designated by the Vice President Student and Support Services;
- c. relating to student conduct on or about Olds College property recordings may also be accessed by designates, as approved by the Vice President Student and Support Services, for Boards or administrators of Olds College partners;
- d. the individual who is the subject of surveillance in relation to an identified incident.

##### Release

Recorded images may be released to third parties or applicants in compliance with the provisions contained in FOIP and any rules or regulations thereunder.

#### 5. Storage of Recorded Images

The College will provide reasonable security measures to prevent unauthorized access, disclosure, or release of the electronic surveillance records or live feed.

#### 6. Disposal of Recorded Images

All recordings shall be disposed of in a secure manner unless they are archived as part of a permanent record.

### Definitions:

For purposes of this policy the following definitions make clear and distinct intentions for terminology included in the policy and procedures.

**Electronic Surveillance:** Refers to a mechanical or electronic system or device that enables continuous or periodic video recording, observing or monitoring of personal information.

This does not include audio footage.

This does not include monitoring communications by means of computer, telephone, or radio.

**FOIP:** The Freedom of Information and Protection of Privacy Act (Alberta).

**Staff:** Refers to all employees of the College, as well as those persons who perform a service to the College, an appointee or volunteer, or under a contract or agency relationship with the College.

**Reception Equipment:** Refers to the equipment or device used to receive or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, physical or other mechanical, electronic, or digital device.

**Storage Device:** Refers to a videotape, computer disk or drive, CD-ROM, computer chip, or other device used to store the recorded data or visual images captured by an electronic surveillance system.

**Record:** Refers to personal information as defined in section 1(q) of the FOIP Act as a record of information in any form and includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records. In the context of this policy and procedure, "record" includes digitally recorded or stored media such as images on video.

**Disclosure:** Allow to be seen, the act of providing visual access to a record.

**Release:** Relinquishment to another the possession of a record and/or to make available copies of records to someone other than staff designated within the policy.

**Related Information:**

**Related Procedures:**

**Review Period:**

**Revision History:**

A32 Electronic Surveillance Use Procedure

3 years

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