

Administrative Procedure 351

- 3.3 Only designated staff members or agents of the Division shall install or handle video surveillance equipment or have access to recordings.
- 3.4 Video recordings shall be clearly labelled including the date and stored in a secure location.

4. Viewing of Video Recordings

- 4.1 Recordings may be initially viewed only by the Principal, Director, Superintendent of Education with responsibilities for School Operations/Human Resources, Facilities Manager, Transportation Manager and/or agents responsible for the technical operations of the system (for technical purposes only).
- 4.2 Viewing of recordings shall take place at the Division Office or at the school attended by the student, staff member or volunteer for whom the viewing has been requested.
- 4.3 Video recordings may never be publicly viewed or distributed in any other fashion except as provided by this Administrative Procedure and appropriate legislation.
 - 4.3.1 Monitors used to view video recordings shall not be located in a position that enables public viewing.
- 4.4 All recordings are the property of the Division and will not be made available for public viewing.

5. Requests to View Video Surveillance Recordings

- 5.1 Students, parents/guardians, staff members or volunteers of the Division may request to view segments of recordings relating directly to themselves and according to the Local Authority Freedom of Information and Protection of Privacy Act.
- 5.2 Requests to review must be made within 30 days of the incident.
- 5.3 Depending on the circumstances, requests to view video recordings are to be directed to one of the following:
 - 5.3.1 Principal (student related)
 - 5.3.2 Superintendent with responsibilities for School Operations/Human Resources (staff or volunteer related)
 - 5.3.3 Facilities/Transportation Manager (Division property related)
 - 5.3.4 Director (if necessary)
- 5.4 Requests to view may be refused or limited where 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 on any other ground recognized in the Local Authority Freedom of Information and Protection of Privacy Act.
- 5.5 The viewing must be done in the presence of one or a combination of the following: Principal, Director, Superintendent of Education

6. Retention and Storage of Video Recordings

- 6.1 Only the Director, Superintendent of Education with responsibilities for School Operations/Human Resources, Principal, Facilities Manager, Transportation Manager, and/or the IT staff as required shall have access to the stored recordings.
- 6.2 Recordings are to be kept unedited until erased in their entirety or destroyed.
- 6.3 Recordings will be overwritten as soon as the incident in question has been resolved or within thirty (30) days unless:
 - 6.3.1 being retained at the request of the Director, Superintendent of Education with responsibilities for School Operations/Human Resources/IT, Principal, Facilities Manager, Transportation Manager, parent, student, staff member or volunteer for documentation related to a specific incident.
 - 6.3.2 required for making of a decision about an individual, the recording must be kept for a minimum of one (1) year as required by the Local Authority Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.
- 6.4 Where an incident raises a prospect of a legal claim against the Division, the recording, or a copy of it, shall be sent to the Division's insurers for insurance purposes and a copy retained at the Division Office.

7. Review

- 7.1 The Principal, Facilities Manager, Transportation Manager, or Superintendent of Education responsible for IT is responsible for the proper implementation and control of the video surveillance system.
- 7.2 The Director or designate shall conduct a review at least annually to ensure that this administrative procedure is being adhered to and to make a report on the use of video surveillance in the Division.

8. Improper Use

- 8.1 Video surveillance is to be restricted to the uses indicated in these administrative procedures.
- 8.2 The Division will not tolerate improper use of video surveillance and will take appropriate disciplinary or legal action in any case of wrongful use.

June 7, 2022