



6.I-2016 Video Surveillance Policy

1. Policy

This St. Mary's University Video Surveillance Policy is intended to support a safe and secure work and learning environment for all members of the St. Mary's University (University) community through the effective use of a video surveillance system.

2. Governing Principles

2.1 Purpose and Use

2.1.1 Purpose of the policy

This policy and its related procedures are intended to ensure the appropriate use of the video surveillance system and of the personal information collected by the system. There is no audio surveillance system and audio recordings will not be collected.

2.1.2 Purpose of the Video Surveillance System

The video surveillance system is intended:

- a) To discourage unlawful and/or anti-social behavior of individuals on university premises;
- b) To facilitate a safe and secure environment;
- c) To enable an investigation into an observed or reported incident; or
- d) To support an informed response to a critical incident or security threat.

2.1.3 Protection of Privacy

St. Mary's University aims to provide a secure environment for members of its community and to protect personal safety and property, assisted by video surveillance systems technology. Such technologies, however, must be used only to meet the university's critical goals for security, and in a manner that is sensitive to interests of privacy, free assembly, and expression.

2.1.4 Acceptable Use of the information collected by the Video Surveillance System

The information collected by the video surveillance system may be used:

- a) To identify witnesses and offenders;
- b) To apprehend and prosecute offenders;

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Board of Governors	Finance	June 20, 2016	June 20, 2016	Every 5 years

- c) To provide evidence in support of an inquiry or prosecution associated with criminal and/or anti-social behavior on University property or the misuse of University space or equipment;
- d) To conduct risk assessments for campus safety and security; or
- e) For other purposes with the explicit consent of the individual whose personal information has been recorded.

2.2 Placement

All public areas of the University campus, as well as on or in University-owned or operated property, are subject to video surveillance. Video surveillance will not be placed in classrooms or private offices or areas in which individuals have a reasonable expectation of privacy, including, but not limited to, locker rooms and washrooms.

2.3 Compliance

The collection, use and disclosure of video surveillance must adhere to all applicable municipal, provincial and federal legislation, and be consistent with the University's other policies and procedures.

2.4 Oversight Responsibility

Oversight responsibility for the implementation and enforcement of approved procedures relating to the use, installation and maintenance of video surveillance equipment and technology rests with the Vice-President Finance through their designates in the Campus Security/Facilities and Information Technology departments. The Vice-President Finance will be the Information Owner for the surveillance records that the video surveillance system produces.

2.5 Applicability

This policy does not apply to surveillance used for law enforcement as an investigative tool where such activity is authorized by the police or RCMP or similar authorities, by legislation, or by court order.

3. Scope

This policy governs the use of all University-operated Camera Systems that are configured to capture identifiable images of individuals, with the exception of systems used for the following purposes:

- a) Communications, such as videoconferencing systems;
- b) Technical support of information technology, audiovisual and other systems;
- c) Academic instruction;
- d) Research projects that have received ethics approval;
- e) Monitoring traffic, facility usage, road and weather conditions;
- f) University events including public lectures, celebration events and presentations;
- g) Recording of athletics games and events; and
- h) Occasions where all individuals whose image may be captured have provided their informed consent.

4. Procedural Authority

Under this policy, the University's President's Council is authorized to approve related and necessary Video Surveillance Procedures, forms, documents or processes required to implement this policy.

5. Acknowledgements

This policy was developed through research and use of various other policies and references including the following:

- a. Southern Alberta Institute of Technology (SAIT) Closed Circuit Television Video Surveillance Policy and Procedure, November 17, 2015
- b. University of Calgary Video Surveillance Policy, September 8, 2009
- c. University of Alberta Land and Buildings Security Policy, January 31, 2012
- d. University of British Columbia Safety and Security Cameras Policy, February 15, 2016
- e. Office of the Information Privacy Commissioner's Guidelines for Overt Video Surveillance in the Private Sector, March 2008