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## CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Commission		
Section	Administration		
Title	VIDEO SURVEILLANCE		
Adopted Date	January 17, 2019	Policy Number	A-100.27
Last Amended	March 5, 2024		
Policy Owner	SEAPARC Recreation		

### 1. POLICY:

SEAPARC Recreation has a video surveillance system for SEAPARC Recreation Centre and DeMamie Creek Golf Course. A Privacy Impact Assessment (PIA) has been approved that demonstrates assessment and mitigation of privacy concerns related to the capture and storage of video surveillance data under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and Regulations. The PIA outlines that policies and procedures are in place for the security of personal information during collection, use and disclosure of video surveillance data. All CRD staff are required to receive basic Freedom of Information training.

This policy directs the use of video surveillance equipment at SEAPARC Recreation locations and personnel authorized to use it.

### 2. PURPOSE:

To identify and authorize roles and responsibilities in the SEAPARC Recreation Video Surveillance System to ensure appropriate business use and compliance with the *Freedom of Information and Protection of Privacy Act* and Regulations.

SEAPARC Recreation may collect personal information by the CCTV surveillance system for the purposes of recording conduct of individuals for the following purposes:

- To assist in the preservation of Commission property and the property of others located on the premises;
- To improve personal safety on the premises;
- To deter unlawful acts;
- To assist Commission staff and law enforcement agencies with regard to the investigation of any unlawful act that may occur on the premises.

The determination of the need for surveillance at any particular location shall take into consideration the history of incidents, the safety of staff and whether such surveillance would be effective in dealing with or preventing future incidents.

### 3. SCOPE:

This policy applies to all CRD staff.

### 5. PROCEDURE:

The SEAPARC Manager shall be responsible for authorizing the use of video surveillance. The authorization shall include the location and field of view of any CCTV surveillance system, whether and when the system may be monitored and/or recorded, and where signals and data from the system will be

monitored and or recorded. Day-to-day authority for the continuing use, maintenance, and record-keeping of authorized CCTV surveillance systems may be delegated to a Manager or Supervisor of the applicable area of the department. CCTV will not monitor or record the insides of washrooms, change rooms, offices, staff rooms or other areas where there is a higher expectation of privacy.

There are 3 user access levels:

1. Viewer
  - a. Access to Live Camera Streams
2. Operator
  - a. Access to Live Camera Streams
  - b. Access to Recorded Video
3. Administrator
  - a. Full access to entire system, including all cameras, I/O ports, and views
  - b. This includes all network configuration and is limited to IT personnel

User Lists may be modified by IT at SEAPARC Managers request.

Access will be as follows:

Viewer	Reception staff
Operator	Manager, Program Services Manager, Manager of Operations
Administrator	IT

## Public Notice

Signs will be posted in the area(s) or entrances to areas where video surveillance is taking place to notify the public of reasons for the surveillance and provide the contact information of a CRD representative who can answer questions about the surveillance.

## Retention, Use and Disclosure of Personal Information

Video data is stored on a server for 30 days before being overwritten. Any data which is downloaded for the purposes of incident investigation will be stored securely on a Manager's hard drive. Records will be retained/destroyed according to CRD records classification system and retention schedule.

Any request for access to video surveillance records should be forwarded to the Manager, FOI and Privacy to process.

Records will only be accessed/viewed for specific purposes, such as when an incident has been reported.

## 7. AMENDMENT(S):

Adoption Date	Description:
January 17, 2019	<i>Approved by Commission</i>

## 8. REVIEW(S):

Review Date	Description:
March 5, 2024	<i>Revise policy to align with corporate and departmental policies.</i>

**9. RELATED POLICY, PROCEDURE OR GUIDELINE:**

CRD Video Surveillance Policy – May 2013

SEAPARC Security Camera Upgrade Privacy Impact Assessment (PIA#23-045) – December 2023