



POLICY

The Board of Trustees of Hanover School Division recognizes its obligation to provide for the safety and security of students, employees, volunteers, visitors, and its property while simultaneously balancing the obligation to protect the personal privacy of individuals.

In fulfilling these obligations, passive, plain view surveillance may be used to provide for a feeling of security and discourage activities that may be criminal in nature or against the policies and rules of the division or individual schools.

The Board believes that its duty of care is paramount and the feeling of security provided by plain view video surveillance outweighs the potentially negative feeling of being under surveillance.

GUIDELINES

1. The installation and implementation of video surveillance in schools requires the authorization of the Board.
2. Designated camera locations will be selected to minimize intrusion into the privacy of individuals who may be viewed by the cameras. Video surveillance will not be used in locations where confidential or private activities and/or functions routinely occur.
3. In accordance with ***The Freedom of Information and Protection of Privacy Act*** (FIPPA), public notification signs, clearly written and prominently displaced, must be placed in all entrance areas of schools where cameras are located.
4. Cameras in Hanover School Division schools will passively monitor activity in and around the schools and be used to control access to the school and to enhance visitor identification.
5. The use of video surveillance cameras in schools will be reviewed annually and reported to the Board as part of the annual Superintendent's Report.
6. Video surveillance equipment will be installed only by a designated employee or agent of the Division
7. Procedures for Plain View Video Surveillance
 - 7.1. Designated camera locations will be selected to minimize intrusion into the privacy of individuals who may be viewed by the cameras. Video surveillance will not be used in locations where confidential or private activities and/or functions routinely occur.
 - 7.2. Monitors used to view recordings will not be located in areas that enable public viewing and viewed only by an employee or agent of the Division as designated by the Superintendent.
 - 7.3. Parents or guardians requesting to view a segment of a record that includes their child(ren) may do so after consulting with the Superintendent. Viewing of any record must be done in the presence of a school administrator. Viewing may be refused or limited if deemed an unreasonable invasion of a third party's personal privacy, recognized in *The Freedom of Information and Protection of Privacy Act* (FIPPA).
 - 7.4. Where an incident raises a legal claim against the Board, the record, or a copy of it shall be sent to the Board's solicitors.
 - 7.5. Records shall be retained for one month unless:
 - 7.5.1.A request is made by the Principal, Superintendent, employee, parent or student for documentation purposes related to a specific incident.
 - 7.5.2.A record is being used as part documentation related to a specific incident, in which case the record will be kept on file for one year. In the case of employee discipline incidents, records will be kept for six years.



8. Procedures for Covert Video Surveillance

- 8.1. Covert video surveillance will be used only in cases involving suspected criminal activity and will not be used to monitor, audit or evaluate job performance of employees of the Division.
- 8.2. Covert video surveillance shall be considered only after a recommendation from the Superintendent. The Superintendent will consult with the RCMP, legal counsel and the Board, prior to conducting covert video surveillance.
- 8.3. Covert surveillance will only be authorized by the Superintendent if the service is essential to the investigation and the need outweighs the privacy interest of the person(s) to be observed.
- 8.4. Covert surveillance will only be in place as long as necessary to identify offender(s) and/or obtain sufficient evidence for discipline or prosecution.
- 8.5. The Superintendent will report to the Board after any covert surveillance operation and may disclose camera locations and the time period involved in the operation.
- 8.6. All individuals involved in the covert surveillance shall protect the confidentiality of the operation and all information obtained as a result of the operation.

Legal References:

- Subsection 36(1) of The Freedom of Information and Protection of Privacy Act, C.C.S.M. cF175 (FIPPA).
- FIPPA (sections 44 and 45)
- Subsection 17(4) of The Personal Health Information Act (PHIA)

Additional Information: Formally Policy B33