

Video Surveillance

Policy No.	Approved On:	Resolution No.
02 - 2015	June 20, 2015	018-06-20-15
	Oct. 15, 2016 Amended	032-10-15-16

Purpose:

The Summer Village of Burnstick Lake (Village) supports the use of video surveillance technology to promote public safety and the security of the Village’s assets and property in accordance with established standards and procedures. Surveillance systems can pose a privacy issue, and it is necessary to have standards for the operation of these systems in accordance with the Freedom of Information and Protection of Privacy Act and any other applicable legislation.

Guidelines, Procedures:

1.0 Definitions

1.1 “Surveillance System” “Surveillance System” refers to a mechanical or electronic system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces (including streets, highways, parks), public buildings (including provincial and local government buildings, libraries, health care facilities, public housing and educational institutions) or public transportation, including school and municipal transit buses or other similar vehicles.

1.2 “Personal Information” “Personal Information” is defined in section 1(n) of the FOIP Act as recorded information about an identifiable individual, including: the individual’s race, colour, national or ethnic origin; the individual’s age or sex; the individual’s inheritable characteristics; information about an individual’s physical or mental disability; and any other identifiable characteristics listed in that section.

1.3 “Record” is 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 Guide, “record” includes digitally recorded or stored media such as images on videotape.

1.4 “Storage Device” refers to a videotape, computer disk or drive, CD ROM or computer chip used to store the recorded visual images captured by a surveillance system.

2.0 Responsibility and Authority

2.1 The Chief Administrative Officer (CAO) is responsible for: management of surveillance-related records, release of information, management of surveillance systems and periodic audit of system and use.

2.2 Authorized personnel for the purpose of this policy include the CAO, Mayor, Deputy Mayor, Council and a member from the Village's Security Committee as appointed by resolution of Council.

3.0 Procedures

3.1 The surveillance recording system shall be located in a locked receptacle or room, accessible only to authorized personnel.

3.2 Surveillance systems will not be directed to view buildings not owned or operated by the Village. Surveillance systems will not monitor areas where the public and employees have a reasonable expectation of privacy (e.g. washrooms).

3.3 The public shall be notified, using clearly written signs prominently displayed in the surveillance areas, that surveillance equipment may be in operation under the authority of the FOIP Act.

3.4 Only authorized personnel will have access to the system's controls and to its reception equipment.

3.5 Any authorized person accessing the Village's surveillance systems will be made aware that his or her operations are subject to audit and that he or she may have to justify his or her surveillance interest.

3.6 Activities received or recorded by the surveillance system shall be considered confidential, in accordance with the FOIP Act and applicable legislation.

3.7 Any person breaching this policy or the provisions of the FOIP Act or other relevant statute may be subject to disciplinary or legal action.

4.0 Records Management and Release of Information

4.1 The Village's surveillance systems have the ability to create a record by recording visual information that is personal information, resulting in access, use, disclosure, retention and destruction of the record.

4.2 All storage devices that are not in use will be stored securely in a locked receptacle. All storage devices that have been used should be numbered and dated. Access to the storage devices should only be by authorized personnel.

4.3 When no incident has occurred or no request has been made, the records shall be kept only for six (6) weeks.

4.4 Any request for release of or access to personal information shall be submitted in writing by regular mail or by electronic communication to the CAO.

4.5 When an incident has occurred or a request has been made, the recorded personal information used to make a decision that directly affects the individual shall be kept for at least one year after the decision has been made (s.35 FOIP Act).

4.6 The surveillance systems have been installed for public safety and deterrence purposes but, if any detect possible criminal activity or non-compliance with or breach of a statute that could lead to a penalty or sanction under an enactment of Alberta or Canada, the storage devices required for evidentiary purposes shall be retained and stored according to standard procedures until law enforcement authorities request them.

4.7 A storage device release form will be completed before any storage device is disclosed to law enforcement authorities. The form will state who took the device and when, under what authority, and if it will be returned or destroyed after use.

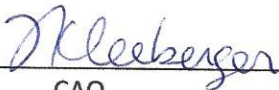
4.8 An individual who is the subject of the information has a right of access to his or her recorded information under section 6 of the FOIP Act. Access may be granted in full or in part depending upon whether any of the exceptions in Division 2, Part 1 of the FOIP Act apply and whether the excepted information can reasonably be severed from the record.

4.9 Old storage devices will be securely disposed of by shredding, burning or magnetically erasing the information.

End of Policy

October 15, 2016

Date



CAO