

POLICY:	Security Camera Policy
Effective Date:	May 1, 2021
Revision Dates:	
Approving Body:	President
Implementation:	President delegated to the VP (Finance and Administration)
Contact:	Director of Facilities Management
Applies to:	Staff, faculty, students, and campus visitors

1.0 Reason for Policy

To ensure a safe and secure environment, the University uses security cameras at various locations on campus for the following purposes:

- i) to assist in the operations of campus security and safety.
- ii) to promote a safe learning environment by deterring criminal activity.
- iii) to assist in the identification of individuals who commit criminal and unsafe acts on persons and university or personal property, or who cause damage to university or personal property.
- iv) to assist law enforcement agencies in investigating criminal activity that may occur on campus.

This Policy outlines the parameters for the use of security cameras on campus and the retention of associated records.

Nothing in this Policy is intended to contravene Article 2.12 (Right to Privacy) of the Part-time and Full-time Faculty Collective Agreements.

2.0 Scope

2.1 St. Thomas University recognizes the need to balance an individual's right to privacy and the institution's duty to promote a safe environment for all members of the University and to protect university property.

2.2 This policy has been developed to be consistent with the provincial *Right to Information and Protection of Privacy Act*.

3.0 Locations and Public Awareness

3.1 The cameras will provide coverage of the following locations: campus boundaries and access points, courtyards, grounds, parking lots, interior lobbies and building entrances, as well as entrances to some locations such as the Yellow Box and the Recital Room.

3.2 Signs informing the University community and the public of the usage of security cameras will be posted in appropriate areas inside buildings, either at the entrance to the area being monitored or near the camera. A statement will be posted on the Facilities Management website notifying the public that the St. Thomas University campus may be monitored by security cameras.

3.3 Covert or undisclosed cameras are not to be installed on campus, unless there is a demonstrated need to install such cameras to assist authorities in collecting evidence where criminal activity has taken place (e.g., theft) or where there is reason to believe that criminal activity may take place. Such installations will be undertaken only by the UNB Director of Security and Traffic, or the Director of Facilities Management, with the approval of the Vice-President (Finance and Administration). Covert cameras will not be used in areas where students, employees, and the public have a reasonable expectation of privacy (e.g., washrooms, change rooms). The use of undisclosed cameras will be consistent with Article 2.12.5 of the Part-time and Full-time Faculty Collective Agreements.

4.0 Limiting Use, Disclosure, and Retention of Information

4.1 The installation and operation of security cameras must be strictly controlled. As such, all security cameras and monitoring equipment procurement and installations will be administered by the Director of Facilities Management. The subsequent monitoring will be administered by the Director of Facilities Management and the UNB Director of Security and Traffic (or their designates). IT staff designated by the Director of IT Services will have access to cameras for the purposes of programming, software maintenance and camera repairs.

At no time will persons other than those designated by the UNB Director of Security and Traffic, the Director of Facilities Management or the Director of IT Services have access to the monitors or to any recordings made in the course of usage of the security cameras.

4.2 In accordance with Article 2.12.10 of the Part-time and Full-time Faculty Collective Agreements, if surveillance is required, a logbook shall be maintained of the surveillance and

access to this log-book will be provided to FAUST upon request. The log-book will be maintained by the Director of IT Services. The information contained in the log-book will be treated as confidential. For the purposes of this policy, surveillance is defined as active monitoring and recording of an employee while on campus through the use of security cameras. The Employer will abide by the provisions of Article 2.12 (Right to Privacy), including the provisions relating to surveillance procedures and maintaining a log-book.

4.3 Personal information contained within the recordings shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

4.4 Cameras shall not be directed through windows of a residential dwelling (including a university residence), or location where an individual has a reasonable expectation of privacy (e.g., washrooms, change rooms). The use of “blocking” function in the recording software will be used to ensure that there are no recordings through a window of a residential dwelling or of a location where there is a reasonable expectation of privacy.

4.5 Recordings from the security cameras may be retained for a period of 30 days prior to deletion. If an incident has come to the attention of the UNB Director of Security and Traffic or the Director of Facilities Management (or their designates), then the recording may be retained for a longer period, as needed, to resolve the incident.

4.6 Recordings will not be used for monitoring employee performance.

4.7 Recordings will be released to proper authorities only when an incident occurs. The UNB Director of Security and Traffic or the Director of Facilities Management (or their designates), will take control of the recording and secure it for evidentiary purposes.

4.8 If a copy of a recording must be made for evidentiary purposes, it will be copied onto a permanent removable storage medium (i.e., CD, DVD, memory stick) and physically labeled with the date, time, and location of the recorded incident. No copies of monitoring files, other than those needed for back-ups or evidentiary purposes, may be made.

4.9 If the incident appears to be criminal in nature, then the UNB Director of Security and Traffic (or their designate) will contact the appropriate law enforcement agency and advise the Director of Facilities Management of the incident. The relevant agency will review the recording in the presence of the appropriate university official. If necessary, the University will provide a copy of the recording to the relevant agency.

4.10 Maintenance, inspection, system upgrades, and performance checks will be performed regularly, and the software will maintain an electronic log.

5.0 Confidentiality

5.1 Security camera monitoring of University premises shall be conducted in a professional, ethical, and legal manner, and information obtained shall be kept in confidence and retained in a secure place.

5.2 Information obtained through the use of security cameras shall be used exclusively for the purposes set out in Section 1.0 (Reason for Policy) of this policy and only be released in accordance with this policy or the University's *Policy on Privacy and Protection of Information*.

5.3 The University collects personal information consistent with the provisions of the provincial *Right to Information and Protection of Privacy Act*. For further information, please see the *Policy on the Privacy and Protection of Personal Information*.

6.0 Individual Access

6.1 Where a person or a person's property (such as a vehicle) has been the subject of security camera recording and, an incident has occurred, the person, after identifying the time and location of the recording, has the right to view his or her recorded images consistent with the provisions of the *Right to Information and Protection of Privacy Act*.

As stated in Section 4.7, recordings will be released to proper authorities only when an incident occurs. This could include releasing a recording to police or to an insurance company in the event of a vehicle collision or damage to a vehicle where the incident took place on campus.

7.0 Accountability

7.1 The Vice-President (Finance and Administration) will be responsible for communication, administration, and interpretation of this policy.

8.0 Review

This policy shall be reviewed after two (2) years, and every five (5) years thereafter.

Acknowledgement: This Policy is based in part on UNB's "Video Camera Monitoring, Recording & Retention Policy" (dated January 25, 2008). Used with permission.