

## Administrative Procedures

<b>AP-429</b>	<b>Date of implementation:</b> June 2019
	<b>Date of review:</b> December 13, 2023
<b>VIDEO SURVEILLANCE IN SCHOOLS</b>	<b>Related Administrative Procedures:</b> <a href="#">AP-802 School Bus Safety and Video Camera Usage</a>

**Purpose:** This procedure was crafted in accordance with the Office of the Saskatchewan Information and Privacy Commissioner and [The Local Authority Freedom of Information and Protection of Privacy Act](#) (LA FOIP).

### Acceptable Use of Video Surveillance

Case law indicates that the following types of questions must be asked to justify the use of video surveillance in the workplace:

- Was the surveillance necessary to meet a specific need?
- Is it likely to be effective in meeting that need?
- Is the loss of privacy proportional to the benefit gained?
- Was the loss of privacy minimal or is there a less invasive way of achieving the same end?
- Was it conducted in a reasonable manner?
- Was there a legitimate need to have the cameras installed where they were?
- Was the use of surveillance reasonable in all circumstances?
- The employer has to be able to show that a problem exists and that the use of cameras is the only reasonable alternative left to resolve the issue. Safeguards need to be followed to ensure that the information is used appropriately and disposed of when no longer required.

### Evaluation and Audit of Video Surveillance Program

Once a public body has implemented the use of video surveillance it will need to ensure it is regularly completing audits of this practice and addressing any incidents it encounters. As well, the public body will want to ensure that the practice of video surveillance is regularly evaluated to ensure that it is still a necessary practice. The evaluation could consider the locations of the video surveillance, the hours it is conducting video surveillance or if the surveillance is still necessary for the purpose it was implemented.

## Safety

If there is a genuine need for video surveillance for safety purposes, it will be justifiable. Employees should be informed of the reasons for the use of the camera and the locations of the cameras should be clearly identified. In some cases, the monitoring of employees may be a necessary side-effect when monitoring is required for student safety purposes, for example video surveillance on buses.

## Procedure

- 1) Video surveillance may be implemented in a school to address student safety concerns. For example, a school may require the ability to capture video in the event of a child-abduction or identify bad actors in the event of a school lockdown or violent attack. Before implementing a video surveillance solution, it is required that the school principal complete a Privacy Impact Assessment and file a copy with the Prairie Spirit Privacy Officer: [privacy@spiritsd.ca](mailto:privacy@spiritsd.ca).

**Privacy Impact Assessment Template:** [PDF](#)

- 2) It is required to then complete an annual audit of video surveillance at your school and file an audit report with the Prairie Spirit Privacy Officer [privacy@spiritsd.ca](mailto:privacy@spiritsd.ca) by each September 30.

**Video Surveillance Annual Privacy Audit:** [PDF](#)

- 3) Once a public body has collected an individual's personal information through video surveillance, it would be a record for which individuals could submit access requests. Just as with other records, public bodies will need to determine how they will provide individuals with their right to access this information while protecting the personal information of other individuals.
- 4) Access to video surveillance data is reserved for viewing by the director/superintendent, school-based admin team, the learning technology manager and in some cases, law enforcement. If law enforcement requests access to video surveillance one of two requirements must be met:
  - a) the principal identifies the situation to be an emergency or threat to student safety;
  - b) the law enforcement agency declares, preferably in writing, that they are performing a formal investigation. This wording is precise and avoids general inquiries that are not formally filed.
- 5) Any video released to law enforcement, or any third party, must be documented including date, name of third party, portion of the record shared, the basis for permitting access, the case number, and the video record must be stored for future reference. It is recommended to involve the Learning Technology Manager to retrieve any data in question.
- 6) Video should not be shared or distributed without consent from the school-based administrator or the Prairie Spirit Privacy Officer: [privacy@spiritsd.ca](mailto:privacy@spiritsd.ca) | (306) 683-2900.
- 7) Signage announcing the use of video surveillance should be posted at all public entrances. Clearly worded vinyl signage may be obtained by contacting the Prairie Spirit Learning Technology Manager.
- 8) Video recording systems are set to overwrite as storage capacity is exceeded. Systems vary in storage capacity and in most cases only record when motion-triggered. Based on the variances of

size and amount of motion in an area, retention in some cases is as short as a few weeks and in other cases may hold in excess of 10 months of data. This section is intended to meet the LA FOIP requirements for data destruction.

- 9) When recording video on a bus with local storage, it is required that the device is protected; preventing unauthorized removal or tampering of the recordings.