

AMS POLICY ON VIDEO SURVEILLANCE

APPROVED: January 6, 2010

Further to the AMS Privacy Policy, and in accordance with the video surveillance guidelines issued jointly by the privacy commissioners of British Columbia, Alberta, and Canada, the Alma Mater Society has the following policies and procedures for video surveillance:

- 1) Video surveillance cameras shall be used to monitor and record activity in AMS buildings solely for the following purposes:
 - a. To protect persons and property, including but not limited to protection against violence, vandalism, and theft.
 - b. To provide documentation in cases of liability and for crime investigations.
 - c. To help maintain access to the Student Union Building's Loading Bay.
 - d. To control access to the Pit Pub.
- 2) The number and location of surveillance cameras shall be determined by the Security Manager in consultation with the Facilities and Retail Services Manager, the Privacy Officer, the Food and Beverage Manager, and the Vice-President Administration. Cameras shall not be installed in areas where individuals have an expectation of privacy, including but not limited to washrooms and changing rooms.
- 3) The cameras shall not record sound; they may have other special capabilities (including but not limited to night vision and zooms) as is deemed appropriate by the Security Manager in consultation with the Facilities and Retail Services Manager, the Privacy Officer, the Food and Beverage Manager, and the Vice-President Administration.
- 4) The following persons shall be the only ones authorized to access the images from all cameras in AMS buildings:
 - a. The Facilities and Retail Services Manager, who shall have access both to live images and to recordings of past images.
 - b. The Food and Beverage Manager, who shall have access both to live images and to recordings of past images.
 - c. The General Manager, who shall have access both to live images and to recordings of past images.
 - d. Supervising security staff while on shift, who shall have access both to live images and to recordings of past images.
 - e. Other staff in the Security Office, who shall have access while on shift to monitors of live images only and not to recordings of past images.
 - f. The IT Manager, the Systems Administrator, and the Workshop Manager, who shall have access only for maintenance and upgrading purposes.
- 5) The following persons shall be authorized to access live images and recordings of past images, but only while on shift and only from cameras in their area:
 - a. Senior staff managing the Pit Pub (for the Pit Pub).
 - b. Senior staff managing the Whistler Lodge (for the Whistler Lodge).
 - c. Senior staff managing the Loading Bay & Storeroom (for the Loading Bay & Storeroom).

- 6) Other persons desiring access to the images must apply to the Security Manager, who shall not disclose them except:
 - a. to law enforcement officers pursuing an investigation if the officers have a warrant or if the officers have been invited to look at the images by the AMS, but in both such cases the officers shall be given access only to images relevant to the incident in question; or
 - b. to comply with a court order; or
 - c. to show an individual an image of themselves, but in the latter case the image must not reveal the identity of any other individual.
- 7) In the event of an emergency, the General Manager may grant access to the images. If the General Manager is unavailable during an emergency, the Facilities and Retail Services Manager may grant the access. If both these managers are unavailable, then another senior manager may grant the access.
- 8) Any individual seeking access to images must view the relevant footage in the presence of the Security Manager, the Facilities and Retail Services Manager, or the General Manager. If none of those managers is available, they may name someone as their designate for that incident only.
- 9) Surveillance shall be in effect 24 hours a day, seven days a week.
- 10) Recordings shall be eradicated thirty (30) days from their recording, unless required for an ongoing investigation. The General Manager shall determine which ongoing investigations are covered by this clause.
- 11) Images from the cameras may be received in the Security Office, the Pit Pub office, and the IT office, all of which shall be kept secure from unauthorized access.
- 12) Signs shall be posted inside and outside the building to inform the public that surveillance cameras are in operation for the purposes stated in paragraph 1 above. The signs shall include the Privacy Officer's contact number for members of the public wishing further information about the surveillance policy or wishing to see their own image.
- 13) All individuals listed in paragraphs 4 and 5 shall sign a non-disclosure agreement in which they shall agree to keep any knowledge gained from AMS video surveillance systems confidential, unless otherwise indicated in this policy. The Privacy Officer shall be responsible for ensuring that all relevant staff members sign non-disclosure agreements before viewing footage from AMS video surveillance equipment.