

Number & Title #I-15 Video Surveillance Policy

Effective Date (Proposed):

June 19, 2019

Expected Consideration Date:

June 19, 2019

Policy Type

Internal Policy

Review Date:

This policy shall be reviewed every three (3) years.

Responsible Body:

Operations Committee

Authority:

AMS Code of Procedure Section II, Article 11(1)

“Council may create external and internal policies as well as combined policies.”

Purpose and Goals:

This policy is designed to:

- 1) Provide policies and procedures for video surveillance.

Applicability:

This policy is applicable to all buildings and areas controlled by the AMS.

Exclusions:

- 1) This policy does not apply to video surveillance in areas not controlled by the AMS.

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

Video surveillance shall mean surveillance by closed circuit television cameras.

Policy:

- 1) Video surveillance cameras shall be used to monitor and record activity in AMS buildings and areas solely for the purpose of safety and security.

- 2) The number and location of surveillance cameras shall be determined by the AMS Managing Director, in consultation with relevant managers, the AMS Privacy Officer, 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.
- 4) The following persons shall be the only ones authorized to access the images from the cameras:
 - a. The Managing Director or persons they designate.
 - b. The Building Operations Manager and other staff members on the Building Operations team designated by the Building Operations Manager.
 - c. The IT Manager, who shall have access only for maintenance and upgrading purposes.
- 5) Other persons desiring access to the images must apply to the Building Operations Manager or the Managing Director, or their designates, who shall not disclose the images except:
 - a. to law enforcement officers pursuing an investigation, and in such a case the officers shall be given access only to images relevant to the incident in question;
 - b. to comply with a court order;
 - 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; or
 - d. for an investigation initiated by the AMS Vice-President Administration, the AMS Ombudsperson, or the AMS HR Manager.
- 6) Any individual seeking access to images must view the relevant footage in the presence of the Building Operations Manager, the Managing Director, or someone designated by either the Building Operations Manager or the Managing Director.
- 7) Surveillance shall be in effect 24 hours a day, seven days a week.
- 8) Recordings shall be eradicated fifteen (15) days from the time of recording, unless required for an ongoing investigation or if they have been used as the basis for a decision directly affecting an individual or if they relate to a suspension or expulsion.

- 9) If a recording is required for an investigation, it shall be kept as long as required for that investigation.
- 10) If a recording has been used to make a decision that directly affects an individual, it must be retained for at least one year after the date of that decision.
- 11) If a recording relates to a suspension or expulsion, it shall be kept until the end of the suspension or expulsion.
- 12) Images from the cameras may be received in the Building Operations Office and the IT office, both of which shall be kept secure from unauthorized access.
- 13) Signs shall be posted outside AMS areas and buildings to inform the public that surveillance cameras are in operation for safety and security purposes. The signs shall include contact information for the Building Operations Manager.

History:

This is the third draft of a new policy replacing the old AMS Policy on Video Surveillance dating from 2010.

Related Policies:

The AMS Personal Information Protection Policy, the BC Personal Information Protection Act (http://www.bclaws.ca/Recon/document/ID/freeside/00_03063_01), and the video surveillance guidance document issued by the Office of the Information and Privacy Commissioner of British Columbia (<https://www.oipc.bc.ca/guidance-documents/2006>).

Appendix 1: Consultations

The following groups and individuals were consulted during the development of this policy:

AMS Privacy Officer, AMS Managing Director, AMS Designer, AMS Building Operations Manager, Governance Committee, VP Administration, Operations Committee