



# Northeastern Catholic District School Board

## VIDEO SURVEILLANCE

**Policy Number: I-1**

**Authority: 99-25/12-176/19-145/22-75**

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to maintaining safe, secure, and respectful learning environments for all students, staff, and visitors. To support this commitment, and in accordance with the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), video surveillance may be used on Board property.

Video surveillance systems shall be implemented and operated in a manner that respects individual privacy rights, is consistent with our Catholic values, and is limited to purposes such as enhancing safety, protecting property, deterring criminal activity, and supporting investigations of serious incidents.

### REFERENCES

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*Education Act*

*Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA)

Video Surveillance Cameras in School Guidelines (Privacy Information Commission)

NCDSB Policy

E-34 Safe Schools Policy

E-30 Joint Transportation Policy

E-24 Personal Information Management

NCDSB Administrative Procedure

API001 Video Surveillance

### DEFINITIONS

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#### **Board Property**

Includes school buildings, grounds, and facilities under the jurisdiction of the Board.

#### **Covert Surveillance**

The secret, continuous or periodic observations of persons, vehicles, places, or objects to obtain information concerning the activities of individuals which is then recorded in material form, including notes and photographs.

#### **Overt Surveillance**

The unconcealed use of video for monitoring purposes to record activities for historical review.

#### **Personal Information**

Recorded information about an identifiable individual as per MFIPPA.

## **Video Surveillance Equipment**

Refers to video, physical or other mechanical, electronic, or digital surveillance system or device that enables continuous or periodic video recording, observing, monitoring of individuals in school buildings and on school premises.

## **POLICY REGULATIONS**

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- 1.0 Video surveillance may be used to:
  - i) enhance the safety of students, staff and visitors;
  - ii) protect Board property from theft and vandalism;
  - iii) assist in the investigation of incidents and identification of intruders;
  - iv) support the implementation of Ministry of Education policies related to safe schools.
- 2.0 Covert surveillance must be approved by the Director of Education following a written request outlining the necessity for such monitoring; and shall only be used in exceptional circumstances, such as criminal investigations, and for a time-limited purpose.
- 3.0 Clear signage must be prominently posted stating that the area is under surveillance.
- 4.0 Surveillance must not monitor areas where individuals have a high expectation of privacy, such as washrooms, change rooms, or private offices.
- 5.0 Access to recorded video is strictly limited to authorized personnel and shall be used only for the purposes outlined in this policy. Unauthorized use or disclosure is strictly prohibited and may result in disciplinary action.
- 6.0 Video surveillance systems must be securely maintained by the NCDSB ICT Department and must be securely protected against unauthorized access.
- 7.0 Storage and retention practices must be compliant with all related legislation.
- 8.0 Training and education materials on privacy obligations and appropriate use of video surveillance will be made available to all staff on an annual basis.
- 9.0 Administrative procedures will be revised as necessary to ensure standards of practice and compliance in all matters relating to video surveillance.