



<b>Policy</b>	7-11
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<b>Administrator Responsible:</b>	Vice President, Finance and College Services

## VIDEO SURVEILLANCE ON CAMPUS POLICY

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### POLICY STATEMENT

North Island College (NIC or the College) seeks to promote and maintain a safe and secure environment for those who work, study, visit and live at all its campuses and centres. To support this goal, NIC may use video surveillance technology where appropriate. The College is committed to using video surveillance for the purpose of safety and security of individuals, assets and property in ways that respect and safeguard the privacy of members of the College community.

### PURPOSE STATEMENT

The purpose of this policy is to ensure that the College collects, uses, discloses, retains and disposes of personal information in compliance with BC's *Freedom of Information and Protection of Privacy Act* (FOIPPA) and other applicable legislation, and to ensure that the College balances the protection of individuals and assets with the protection of privacy. This policy complements and builds on the guidelines of the Information and Privacy Commissioner for British Columbia concerning public sector use of video surveillance.

### SCOPE AND APPLICATION

This policy governs the use of all video surveillance cameras in the custody or control of the College that are configured to capture identifiable images of individuals. Video surveillance cameras may or may not include audio. The policy applies to all members of the College community.

This policy does not apply to videoconferencing or other communication systems, including technical support related to instruction, research, occasions where all individuals whose images may be captured have provided their informed consent, and other core business of the College. Only technology systems intended for video surveillance within the custody or control of the College are subject to this policy.

All uses of camera systems, including those that fall outside the scope of this policy, are subject to applicable policies and legislation, including FOIPPA. Anyone who violates a reasonable expectation of privacy risks liability under criminal law and or civil sanctions.

## PRINCIPLES

1. Subject to sections 2 and 3 below, the College may use video surveillance to monitor and/or record activities within college-owned or occupied locations:

1.2 to assist in the protection of individuals, assets and property;

1.3 to assist in the prevention and investigation of:

(a) criminal activity, injury, and property loss; and

(b) violations of College policies related to safety and security;

1.4 to facilitate responses to emergencies, natural disasters, and other serious incidents; and

1.5 for other purposes that are expressly authorized by law.

2. In accordance with section 26(c) of FOIPPA, the College may only collect personally identifying information using video surveillance when the information relates directly to and is necessary for one of the objectives set out in section 1 of this policy, and only where conventional means for achieving the same objectives are substantially less effective than using surveillance and the benefits of surveillance substantially outweigh any privacy intrusion. The College must use surveillance systems configured to collect the minimum amount of personal information necessary to achieve the purpose of the collection.

In accordance with section 32(a) of FOIPPA, the College may only use personally identifying information collected by video surveillance for one of the objectives set out in section 1 of this policy, or for a use consistent with those objectives.

3. Surveillance video equipment will be placed only in public areas where those under surveillance would have no reasonable expectation of privacy.
4. Signage will be posted at prominent locations on college grounds and buildings to inform the public of the presence of video surveillance so that individuals have ample warning before entering a monitored area.
5. Video surveillance recordings will be restricted to authorized personnel and access will be conducted in a professional, ethical and legal manner. Authorized personnel will be required to sign written agreements acknowledging their responsibilities in accordance FOIPPA.
6. Video surveillance will not be used as a tool to monitor students, staff, or faculty for the purposes of performance management or detecting academic misconduct.

The video surveillance system does not provide complete coverage for all areas of College campuses and centres. Although some video will sometimes be monitored in real time, most video recorded will be viewed when a security incident has been reported or suspected. For these reasons, community members cannot rely on the video surveillance system to provide any appreciable degree of safety.

7. The College will access recordings of incidents for fact-finding or investigative purposes.

## **DEFINITIONS**

Investigation                      An investigation is a process to examine information and evidence or activities with a goal of uncovering facts. For the purpose of this policy, investigations may include reviewing video surveillance recordings by an authorized person when there is reasonable evidence of criminal activity and/or safety and security concerns have been identified.

## **GUIDELINES**

The Director, Facilities, Safety & Security is responsible for the NIC video surveillance technology service, including ensuring appropriate privacy standards and procedures are implemented in accordance with NIC policies and applicable laws including FOIPPA.

## **ASSOCIATED DOCUMENTS**

[Video Surveillance on Campus Procedures](#)

## **LINKS TO OTHER RELATED POLICIES, DOCUMENTS AND WEBSITES**

[NIC Policy 1-01 Freedom of Information and Protection of Privacy](#)

[NIC Policy 1-05 Records Management](#)

[NIC Policy 3-06 Community Code of Academic, Personal and Professional Conduct Policy](#)

[NIC Policy 5-08 Acceptable Use of Information Technology](#)

[NIC Policy 7-02 Use of Campus Facilities and Campus Ground](#)

BC Office of the Information and Privacy Commissioner Documents:

Public Sector Surveillance Guidelines

Using Overt Video Surveillance Guidance Document