



YORK REGION DISTRICT SCHOOL BOARD

Procedure #NP405.0, Surveillance Systems

Application

The Surveillance Systems procedure is to be followed by schools and work locations that have surveillance systems installed. This procedure clarifies the roles and responsibilities of Board staff members.

Stakeholder Groups with Responsibility Under this Policy

- The Director of Education
- Principals and Vice-Principals
- Senior and Associate Managers of Administrative Services
- Manager of Facility Services

Relationship to Board Priorities

This procedure supports the Board in its efforts to provide a safe and caring environment for students, staff and visitors. This procedure is also instrumental in the stewardship of Board resources by outlining how Board assets including but not limited to buildings, equipment and vehicles, when parked in a secure site, are monitored.

Implementation Timelines

Immediate

Summary of Changes

Overview of Major Changes to the Document	The recommended changes clarify the roles and responsibilities of Board staff, Board-approved contractors in the operation of the Surveillance Systems.
Who is affected by these changes and what is the impact on current practice?	No significant changes to current practice is being recommended; the focus of change is in clarification of responsibilities.
Feedback, Timelines and Next Steps	<p>The Surveillance Systems procedure was approved on June 3, 2014 for circulation to the system as a working document for six school months. Feedback received by February 2, 2015 will be considered by the Policy and Procedure Review Committee in February 2015.</p> <p>Questions about the Surveillance Systems procedure should be raised with your principal, manager or supervisor. If additional clarification is required, principals, managers and supervisors may contact Jeff Fair, Senior Manager of Administrative Services, or Mark Marchand, Associate Manager of Administrative Services.</p> <p>In accordance with <i>Board Policy #285.0, Board Policies, Procedures and Supporting Documents</i>, the Board welcomes all comments and suggestions on Board policy.</p>

	<p>Input is an important component of the review process. If you feel a policy and/or procedure needs to be revised, it is most helpful if you outline clearly the specific section(s) of the policy and/or procedure in which you are not comfortable, the reason(s) for your concern(s) and also suggest specific alternate wording to reflect your position.</p> <p>Specific recommendations should be submitted via e-mail to policy.committee@yrdsb.ca, or to the attention of the Assistant Manager, Board and Trustee Services by fax at 905-727-3984 or in hard copy at the following mailing address:</p> <p><i>York Region District School Board The Education Centre – Aurora Attention: Assistant Manager, Board and Trustee Services 60 Wellington Street West, Box 40 Aurora, ON L4G 3H2</i></p> <p>Questions about the policy and procedure review process can be directed to the Assistant Manager, Board and Trustee Services at policy.committee@yrdsb.ca or 905-727-0022 extension 2217.</p>
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Procedure History

Approved 2010
Working Document June 2014

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term “parents” refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure NP#405.0 Surveillance Systems

This procedure outlines the Board's use of surveillance systems in schools and other facilities in accordance with the [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#). Surveillance systems will continue to be deployed according to site-specific needs and available resources in an effort to support a caring and safe school and workplace environment.

Definitions

Covert Surveillance

Covert surveillance is time-limited surveillance conducted by means of hidden devices, without notice to the individuals being monitored.

[Personal Information](#) (as defined in Policy #158, Information Access and Privacy)

Personal information is any recorded information that renders an individual identifiable. Examples of records of personal information include, but are not limited to, report cards, letters of suspension, private minutes, vendor and supplier resumés or hearing files. Information about a staff member's professional identity, such as, but not limited to, name, work location or job title, is not personal. Note that most employment related and labour relations related information is excluded from the access provisions of MFIPPA.

Personal information can only be collected, used and released in accordance with applicable laws.

Public Area

A public area is any area in a Board location except where the students, staff and the public have a higher expectation of privacy such as changerooms and washrooms.

Surveillance System

A surveillance system is a video, physical or other mechanical, electrical or digital surveillance system or device that enables continuous recording, to observe, monitor and/or review incidents on Board property.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the Surveillance Systems procedure; and
- approve covert surveillance measures, when necessary.

The Associate Manager of Administrative Services shall:

- be responsible for administering the Board's surveillance systems;
- ensure the effective use of the Board's surveillance system;
- ensure the Board's privacy obligations are adhered to;
- advise staff of the need to comply with the *MFIPPA*;
- approve the use of surveillance systems in public areas in schools and other Board-owned facilities in order to;
 - enhance the safety of students, staff and community members,

- deter and detect theft or vandalism,
- aid in identifying intruders,
- aid in identifying people breaking the law, and
- aid in the review of school incidents;
- ensure that surveillance systems are not used to monitor areas where students, staff and members of the community have a higher expectation of privacy such as change rooms and washrooms;
- coordinate access to surveillance systems with principals;
- assist police in their requests to access surveillance equipment and/or obtain copies of recorded information and seek legal counsel where appropriate;
- train principals on the operation of surveillance equipment;
- approve the camera locations and angles;
- coordinate the installation and review of covert surveillance measures, when necessary, with approval of the Director of Education or designate;
- conduct needs assessments and approve the installations of new and/or replacement equipment;
- ensure staff members who have access to the surveillance system understand MFIPPA;
- assist individuals whose personal information has been collected by a surveillance system when they request the right to access their personal information;
- grant access to an individual's personal information in whole or in part, unless an exemption applies under MFIPPA; and
- understand that granting access to an individual's personal information in whole or in part may depend upon whether any exempt information can be reasonably severed from the record.

Principals shall:

- be responsible for the ongoing operation of surveillance systems at the school;
- lock surveillance equipment in a secure location with access limited to the principal and vice-principal, the Senior Manager or Associate Manager of Administrative Services, or security contractors performing maintenance;
- authorize, in co-ordination with the Associate Manager of Administrative Services, all camera locations and angles;
- direct police to the Senior Manager or Associate Manager of Administrative Services when requests are made to access surveillance systems and/or obtain copies of recorded information; and
- understand MFIPPA.

Associate Manager of Administrative Services and Principals shall:

- understand that any recorded data or visual, audio or other recordings of an identifiable individual falls within the definition of personal information with respect to notice, access, use, disclosure, retention, security and disposal of records containing personal information;
- contact the Assistant Manager of Records Management about specific details, infractions or concerns related to MFIPPA;
- understand that the collection of personal information is used for the purposes of maintaining a safe environment, protecting school property or as required or permitted by law;
- understand only principals and the Senior Manager and Associate Manager of Administrative Services have access to the personal information collected under the program only where necessary in the performance of their duties;
- understand that staff must review and comply with MFIPPA when performing any duties and functions related to the operation of the surveillance program and in the collection and use of personal information; and
- understand that any information obtained through surveillance systems;
 - is only to be used for the purposes set out in this procedure,
 - must relate to the protection of students, staff, Board property and members of the community, including discipline or consequences that arise from that,
 - must assist in the detection and deterrence of vandalism and other criminal activity,

- must not be retained or used for any other purpose, and
- must not be used for monitoring staff performance.

The Manager of Facility Services shall:

- post signs in visible locations notifying the public of the presence of surveillance systems; and
- design, install and maintain the surveillance systems in conjunction with Administrative Services.

Parents, Students, Staff and Community members shall:

- be informed that surveillance systems are used to;
 - enhance the safety of students, staff and community members,
 - deter and detect theft or vandalism,
 - aid in identifying intruders,
 - aid in identifying people breaking the law, and
 - aid in the review of school incidents where deemed necessary.

Department

Business Services

Procedure History

Approved 2010

Working Document June 2014

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