

## **REGULATION #7282.1 SURVEILLANCE**

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### **1. USE OF SURVEILLANCE**

- a) Prior to introduction of surveillance methods or equipment, a report shall be provided to the superintendent and secretary-treasurer documenting the reasons surveillance is being considered, identifying less intrusive alternatives that have been considered, and why such alternatives are not sufficient or effective. The report shall document the reasons and justification for the proposed surveillance such as incidents of property loss, safety concerns, security breaches or other compelling circumstances. Where appropriate, the report shall also address consultation discussions with affected individuals such as students, parents, staff or members of the public.
- b) Prior to the initiation of a permanent video surveillance system at a school, Parent Advisory Council approval will be required in accordance with the *School Act*.
- c) School District No. 36 (Surrey) will make reasonable efforts to limit the collection of information through surveillance to only that which is needed to achieve the intended purpose, and with consideration for the privacy interests of those affected.
- d) Video surveillance equipment may be utilized in situations where alternatives are considered to be substantially less effective in achieving the intended purpose
- e) Absent of compelling circumstances, surveillance will not be conducted in areas where individuals may have a reasonable expectation of privacy, such as washrooms or change rooms.

### **2. INSTALLATION & OPERATION OF SURVEILLANCE EQUIPMENT**

- a) Video cameras, when used, will be installed only by a designated employee or agent of the school district.
- b) Only authorized persons will have access to the system's controls and to its reception equipment.
- c) Receiving equipment (such as video monitors or audio playback speakers) will be in a controlled access area. Only the controlling personnel, or those

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properly authorized by those personnel according to policy, will have access to the receiving equipment.

- d) Video monitors will not be located in a position that will enable public viewing.

### **3. SECURITY & RETENTION**

- a) Videotapes or digital video files shall be stored in a locked filing cabinet or in a secure manner in an area to which only authorized persons have access.
- b) Videotapes or digital video files may never be sold, publicly viewed or distributed except as provided under this policy or in accordance with appropriate legislation.
- c) The school board, reserves the right to use or share video tape for the purposes of investigation into any incident occurring on school board property, in connection with legal claims or the possible violation of laws. Video footage may, where appropriate, be shared with the school board's insurers or legal advisors or used as evidence in legal proceedings.
- d) Videotapes or digital videos shall generally be erased within one month except as required by law or unless they are being retained for documentation related to a specific incident, or are being transferred to the board's insurers or the RCMP.
- e) Logs shall be kept of all instances of access to, and use of, recorded material.
- f) Video footage that is retained by the school board after one month, will be retained as necessary to fulfill the purposes for which it has been retained, subject to the record retention requirements under the *Freedom of Information and Protection of Privacy Act*, and other applicable laws.

### **4. ACCESS BY PARENTS, GUARDIANS, STUDENTS OR EMPLOYEES**

- a) Subject to Section 4(f), parents or guardians requesting to view a segment of tape or digital video file that includes their child/children may do so to the extent that such access is permissible under the *Freedom of Information and Protection of Privacy Act*.

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- b) Subject to Section 4(f), employees requesting to view a segment of tape or digital video file that includes that individual employee may do so subject to the privacy rights of other individuals whose actions may be depicted in the footage.
- c) Students may view segments of tape or digital video file relating to them subject to the privacy rights of other individuals whose actions may be depicted in the footage. The school district may consult with parents or guardians regarding such access for young students or those not legally capable of exercising their own access rights.
- d) Viewing of videotapes and/or digital videos by students, parents, guardians and/or employees will be in the presence of an administrator or other designated individual.
- e) A student or parent/guardian may request that a support person be present at any viewing under Section 4(a), 4(c), or 4(d).
- f) Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the *Freedom of Information and Protection of Privacy Act*.

### **5. NOTIFICATION OF USE OF SURVEILLANCE EQUIPMENT**

- a) Where a decision to implement surveillance systems has been authorized, the district will ensure that affected staff, students, volunteers and the public are notified of surveillance equipment locations. Notification will be by means of clearly worded signs, prominently displayed at the perimeter of the surveillance areas. Such signs will identify the purpose of the surveillance and contact information of the building administrator or designate staff person who can answer questions about the surveillance system.
- b) Covert surveillance without notice will only be used in exceptional circumstances where compelling reasons for its use exist, such as significant property loss, safety or security issues. Covert surveillance may be authorized by the superintendent of schools or secretary-treasurer after a detailed and comprehensive assessment of alternatives and must be strictly limited in scope and duration to that which is necessary to achieve a

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specific, identified objective. Covert surveillance may not be authorized on an ongoing basis.

**6. ANNUAL REVIEW**

The superintendent of schools or his designate, shall conduct an annual review of use of surveillance in the school district. A report will be provided to the board following the superintendent's review.

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