

Video Surveillance Policy

Policy Section: Privacy and Safety	Policy Number: PS-06
Approved Date: February 18, 2016	Motion # 10.1.2
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General

To ensure that, in adopting the use of video surveillance cameras, Bradford West Gwillimbury Library balances the security benefits derived from the use of video surveillance with the privacy rights of individuals, and with adherence to relevant legislation such as the Municipal Freedom of Information and Protection of Privacy Act and the Freedom of Information and Privacy Act.

Guidelines

1. Video surveillance is limited to uses that support the safety and security of staff and library users that safeguard against vandalism, theft, damage and loss of property.
2. Video surveillance will not be used to monitor the inside of areas where the public and employees have a higher expectation of privacy such as the inside of washrooms.
3. The library shall post signs visible to the public at all entrances and/or prominently displayed on the perimeter of the area under video surveillance.
4. Given the open and public nature of the facility, the library's video surveillance may operate at any time in a twenty-four hour period.
5. Reception equipment will be in a secure area with limited access.
6. The library will maintain control of and responsibility for the video surveillance system at all times.
7. Only authorized personnel shall be permitted to operate video surveillance systems.
8. Other than checks to ensure proper equipment functioning, records will be viewed only to investigate a reported or observed incident. The information viewed will remain the property of the Bradford West Gwillimbury Public Library and will be treated as confidential and securely stored.
9. Information obtained through monitoring and/or recording will only be released through the authority of the Chief Executive Officer or designate.

10. Logs will be kept of all instances of access to, and use of, recorded material, to enable a proper audit trail. This log will also indicate to whom recorded information is released, under what authority and when or if it will be destroyed after use. Employees may be called upon to justify their surveillance interest in any given individual.
11. Under Section 32(g) of the Municipal Freedom of Information and Protection of Privacy Act, the staff member in charge of the library at the time has the authority to release video surveillance footage to the police “to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result”.
12. The normal retention period for records is thirty (30) days, followed by destruction by recording over, unless required for evidence. Records required for evidence will be destroyed when no longer required for evidence.
13. Employees and service providers are expected to review and comply with this policy, the Acts and other relevant statutes.
14. The Library Board will review and evaluate the library’s video surveillance program and policy as required.

Related Documents

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56

Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31

Guidelines for the Use of Video Surveillance cameras in Public Places (Ann Cavoukian, 2007)