

Procedure #	GA 116P
Related Policy Name & #	CCTV Surveillance Policy GA 116
Approved by:	Sanjay Puri
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Policy Holder:	Vice President, Administration and CFO
Admin. Contact(s):	Director of Public Safety and Emergency Management
Review Date:	5 Years from Approval Date

CCTV Surveillance Procedure

Purpose:

The purpose of this procedure is to assist The Humber College Institute of Technology and the University of Guelph-Humber (hereinafter referred to as “the College” or “Humber”) with surveillance policy and regulate the use of surveillance cameras.

This document is available in alternate format on request.

Definitions:

Active Monitoring: refers to continuous observation of material displayed on a video monitor.

CCTV System: refers to one or more video cameras that are connected in a closed circuit or loop, with the images being sent to a central monitor or recorded.

Digital/Video Surveillance System: refers to a video or digital surveillance system that enables continuous or periodic recording, observing or monitoring of personal information about individuals in open, public spaces.

Network Video Recorder: refers to the unit in which stores and controls the video captured via the cameras through the digital network infrastructure.

Passive Monitoring: refers to periodic observation of material displayed on a video monitor.

Personal Information: refers to recorded information about an identifiable individual.

Public Area: refers to a space open to the general public to travel through, not including washrooms.

Record: refers to any record of information, however recorded.

Storage Device: refers to a device used to store digital data or information captured by a surveillance system.

Procedures:

1. The Department of Public Safety will ensure:

- 1.1. Video surveillance camera recording will be twenty-four (24) hours a day, each day of the year.
- 1.2. All personnel that monitor live video surveillance camera images and events adhere to the CCTV Surveillance policy and this procedure and perform their duties accordingly.
- 1.3. All video surveillance camera staff and/or personnel shall be appropriately trained in the use of the equipment and will perform their duties in accordance with the roles and responsibilities of this procedure.
- 1.4. All video surveillance-monitoring personnel shall be supervised by the Director of Public Safety and Emergency Management or designate to provide transparency and responsible practices.
- 1.5. No video surveillance camera shall be directed at a window, residential dwelling on or off College property or student residence, or lavatory where an individual has an expectation of privacy. No video surveillance cameras shall be installed in washrooms, change rooms or locker rooms where an individual has a high expectation of privacy.
- 1.6. Video surveillance cameras shall be installed in residential hallway corridors, main entrance reception, exit doors, stair-wells and anywhere an identified safety/security threat exists with respect to College residence dwellings.
- 1.7. All student residence ground floor perimeter entry/exit doors and hallways leading to, or exiting from, shall be covered with video surveillance cameras to assist in the early detection of unauthorized individuals.
- 1.8. Signs shall be placed at strategic points throughout the College campus stating: "Video Surveillance in Use for Security Purposes". The CCTV surveillance implementation is in accordance with the *Freedom of Information and Protection of Privacy Act*, Section 39(2). The signage will state the following wording:
 - "Video Surveillance in Use for Security Purposes"

"The principal purpose for which the personal information is intended to be collected is for the safety and security of individuals on college property in accordance with the *Freedom of Information and Protection of Privacy Act*, Section 39(2). Any questions regarding this collection can be directed to the Director of Public Safety and Emergency Management at 416-675-8500; 205 Humber College Boulevard, Toronto, Ontario, Canada M9W 5L7 www.humber.ca/publicsafety"
 - Signage will also be posted, attached hereto as Appendix A.

- 1.9. The Department of Public Safety will be responsible for the up-keep and maintenance of all the video surveillance equipment under its control. Preventative maintenance of the CCTV surveillance system is conducted annually. All information is updated and documented accordingly for record keeping.
- 1.10. Humber College will freely exchange information, including electronic digital surveillance images in a variety of electronic formats with law enforcement agencies for the purpose of a bona fide police investigation. Disclosure to a law enforcement agency of digital surveillance will be to aid an investigation from which a law enforcement proceeding is likely to result. FIPPA 42(1).
- 1.11. All outside agencies shall complete a Department of Public Safety "Release of Information" form if requesting video evidence.
- 1.12. All copies of recordings shall only be used for investigative and/or evidence purposes and shall only be released under the consent of the Director of Public Safety and Emergency Management or designate.
- 1.13. At no time should any attempt to alter any image be made. All images will be transferred to another media type with the use of digital recording watermark software.
- 1.14. The Department of Public Safety, or its direct representatives, will be responsible for the monitoring of all campus cameras under its control and initiated response and investigation to any suspicious activity.
- 1.15. The Department of Public Safety retains and secures all recorded data and images at each individual network/digital recorder for a period up to sixty (60) days. After the maximum 60 days, all recorded data is recorded over and then considered "non-usable or destroyed". Video used in investigations or court purposes shall be retained for seven (7) years.
- 1.16. Public Safety Dispatchers shall be trained in ethical protocols as well as receiving technical training on appropriate CCTV operation.
- 1.17. No "dummy or placebo" cameras will be used at the College.
- 1.18. At no time will video recordings be uploaded to or shared via any social media sites such as: Twitter, Facebook, YouTube etc., unless specifically authorized by the Director of Public Safety and Emergency Management for the purposes of assisting in an investigation and the privacy risks in doing so have been properly considered.

2. Disclosure and Access to Stored Video

- 2.1. Access to video recordings shall be restricted to authorized personnel only as directed by the Director of Public Safety and Emergency Management.
- 2.2. All recorded video will be digitally stored on the network recorders. These network video recorders are located in secure and locked rooms under secure key and access control.

- 2.3. If access to recorded video is requested by law enforcement agencies, the requesting Police officer shall complete the required form for releasing of video information. The date and time of the said video shall be logged. Information to be included is badge numbers and names of Police officials and possible case numbers.
- 2.4. In the case of video use in court, tribunal or other civil proceedings, recordings will be kept for a maximum seven (7) years following the final disposition of the matter including any court reviews and final appeals.

3. CCTV Installation and Placement

- 3.1. The Department of Public Safety shall propose recommendations for appropriate placement of video surveillance technology ensuring that locations conform to this procedure. In carrying out this responsibility, the Department of Public Safety will also take into account any input from stakeholders involved on suggested camera locations.
- 3.2. All Departments requesting a video security solution shall be responsible for all costs incurred including parts, labour and installation. CCTV installation requests will be sent to Facilities management for review. Monitoring (active or passive) and recording of security cameras shall be the responsibility of the Department of Public Safety.
- 3.3. In proposing camera locations, the Department of Public Safety shall be guided by the following principles governing placement of CCTV technology where there is a heightened safety and security risk, including without limitation:
 - Cash handling facilities
 - Vault rooms
 - Dining facilities and lounges
 - Hallways
 - Laboratories
 - Library
 - Receiving docks and areas
 - Parking lots
 - Pedestrian walkways
 - Entrance to and exits from all college property
 - Computer & Data Centres areas
 - Stairways and alcoves
 - Sports and athletics facilities
 - Emergency phone locations and intrusion alarm areas
 - Study rooms

4. Audit Functions

- 4.1. The Director of Public Safety and Emergency Management or designate will be responsible for the regular auditing of the operation of the video surveillance system monitoring and recording of policy and procedure compliance (which may be in the form of irregular spot checks). The audit is to include examination of records and the contents of recorded video images and its compliance with regard to changes in the information and storage and privacy of the use of video surveillance in public places.

References:

[Freedom of Information and Protection of Privacy Act](#)

Appendix A: Security Notice

Security Notice



VIDEO SURVEILLANCE IN USE FOR SECURITY PURPOSES

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