

VILLAGE OF PADDOCKWOOD

**Classification:** Policy  
**Subject:** Video Surveillance  
**Motion:** 40/2019  
**Date:** March 20, 2019

**SUMMARY**

This policy is a guide to use and disclosure of information captured by Video Surveillance

**POLICY STATEMENT:** Video surveillance in the Village of Paddockwood will be conducted in a professional, ethical and legal manner, in accordance with the following principles:

- a) Video surveillance must be conducted in accordance with the laws of Saskatchewan and Canada;
- b) Video surveillance will be used only by employees authorized by the Administrator;
- d) Appropriate signs and notice of video surveillance must be posted in areas subject to video monitoring;
- e) Employees will have access to information collected through video surveillance only where necessary in the performance of their duties and in accordance with the provisions of this Policy;
- f) Employees who may require access to information collected through video surveillance will be provided proper training and orientation with regards to this Policy and their obligations under this policy and the Act, and will provide written acknowledgement that they have read and understood the contents of this policy and procedure. Any employee who knowingly or deliberately breaches this policy or the Act will be subject to discipline;
- g) The recording medium must be handled in a manner that maintains the integrity and security of the recorded information;
- h) All recorded information shall be destroyed or deleted after three months excepting information specifically awaiting review by law enforcement agencies, information seized as evidence, or information that has been duplicated for us by law enforcement agencies;
- i) Reception equipment locations and operation shall be limited to visual access if areas where there is no reasonable expectation of privacy;
- j) When video surveillance footage is being displayed by authorized employees on a video monitor, the monitors will be in a position that cannot be viewed by others;

## REASON FOR POLICY

The purpose of this Policy is to regulate the use of video surveillance and recording on the Village of Paddockwood property.

Information obtained through video surveillance will be used exclusively for security and law enforcement purposes, which must relate to the protection of staff, the public, or the prevention or detection of criminal activity, including theft, vandalism, or other property damage.

This policy has been created in accordance with the Guidelines for Video Surveillance Saskatchewan Public Bodies as issued by the Information and Privacy Commissioner of Saskatchewan June 24, 2004 which outline the obligations imposed on public bodies with respect to the protection of the privacy interests of individuals and the Local Authority Freedom of Information and Privacy Act ( LAFOIP)

## DEFINITIONS:

**Act:** means *The Local Authority Freedom of information and Protection of Privacy Act*.

**Administrator:** means the CAO of the Village of Paddockwood.

**Law Enforcement Agency:** means any legal enforcement agency or member of the Office of the Privacy Commissioner

**Village:** means the Village of Paddockwood

**Video Surveillance System:** refers to a video, physical or other mechanical, electronic, digital or wireless surveillance system or device that enables continuous or periodic video recording, observing or monitoring of specific locations on Village property and the actions of individuals in those locations.

**Personal Information:** is recorded information about an identifiable individual which included, but is not limited to, the individual's race, colour, national or ethnic origin, sex and age.

## RESPONSIBILITY

The Administrator or designate is responsible:

- a) To operate and monitor the video surveillance system(s) when and as directed.
- b) To manage and coordinate maintenance of the video surveillance system(s)
- c) To train employees who will access the system, and ensure that the system is used in accordance with this policy
- d) For the oversight of the system, especially with respect to privacy issues, arranging periodic audits of the system through budget process

## ATTACHMENT "A"

## PROCEDURE

The following information may be updated from time to time.

**Purpose: this procedure outlines specific responsibilities and protocols for managing video surveillance systems and for handling the information gathered by such systems.**

## PROCEDURE

1. Notification of the presence of Video Surveillance will be sent to all parties affected by the system
  - a. All groups of organizations housed on Village property.
  - b. General notice to all via posters
2. The administrator will insure all designated staff are trained in the responsible operation of the video surveillance system(s)
  - a. Any person with access to the system has read and understands this policy. Video recordings contain personal information and should not be viewed by unauthorized persons.
  - b. Employees are not to view information for personal interest and are under no circumstances to copy or transmit video information to anyone else except as provided for explicitly in this Policy.
  - c. Ensure all other employees who may be required to view video information to perform their duties have read and understand this policy and their legal obligations under LAFOIP. All persons authorized to access video information are to sign confidentiality agreements.
  - e. Ensure the video surveillance system is maintained in good working order.
  - f. Ensure reception equipment is placed in accordance with this policy provisions regarding privacy and only in areas where they are necessary for safety or security reasons and are suitable for the conditions.
  - g. Ensure that no attempt will be made to alter any part of a recording.
3. Where a review of recorded information indicates that unlawful activity has occurred or is suspected, law enforcement agencies will be brought in to view the recorded information. Video evidence will be stored securely until law enforcement responds. When a recording is seized, the

name of the investigating officer and date and time of seizure will be recorded and retained in a log book, which will be retained for seven years.

4. Copies which are made of specific segments of recorded information for purposes of an official criminal investigation will be dated and labeled with the police occurrence number, a unique, sequential number or other verifiable symbol, and access to these copies will be limited to authorize personnel. Logs will be kept of all instances of access to, and use of, these stored copies, to provide for a proper audit trail.

5. Video Cameras will be installed on the Rural Municipality of Paddockwood # 520 Office building, directed toward the parking lot and 1st Street North Village exit; one on the Rural Municipality of Paddockwood # 520 Shop, directed to the 1<sup>st</sup> Street South Village exit; one on the corner of 2<sup>nd</sup> Avenue East and Adair Street to monitor these Village exits. One Camera belonging to the Rural Municipality of Paddockwood # 520 monitoring the back of the municipalities' office building.

6. The Administrator will be responsible for the review and compliance with this policy.

7. The equipment will be housed in the office of the administrator and will not be accessible to the general public.

8. The videos will be reviewed by the administrator and any incidents evidenced in the video will be reported immediately to the Mayor.

9. The mayor, as Head of LAFOIP will make the determination of disclosure to the appropriate authorities.

10. Any requests for access to video information will be directed to the Head

a) The head will review the information for relevancy to the request and respond to the request.

12. Any breach of this policy will be subject to disciplinary action as determined by the head of Council.

Mayor \_\_\_\_\_

Administrator \_\_\_\_\_

SEAL