



Jan 1, 2018

Video Surveillance Camera Usage Policy

1. **Purpose of This policy:** provides guidance in the responsible use of video surveillance on Hairsine Community League premises. The purposes of video surveillances are to:

- Enhance the safety of Hairsine Community Board Members and general public;
- Protect the League's property against theft, vandalism and other criminal activity;
- Aid in the identification of intruders and other persons breaking the law.

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

Hairsine Community is committed to enhancing the community's quality of life by integrating the best practices of security with the responsible use of technology

Information must not be retained or used for purposes other than those described in this policy.

2. **Policy Statement:**

Hairsine Community recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of Board Members, Volunteers, employees, visitors and property. Proper video surveillance, where deemed necessary, is one of the most effective means of helping to keep Hairsine Community facilities and properties operating in a safe and secure manner. While video surveillance cameras are installed for safety and security reasons, the Community's video surveillance systems must be designed and maintained to minimize privacy intrusion. HCL will notify staff and members of the public wherever surveillance systems may be in operation. Information collected by video surveillance systems will only be used for the purpose for which it was collected and only disclosed in accordance with section 40 of FOIP.

<https://www.servicealberta.ca/foip/documents/SurveillanceGuide.pdf>

3. **Persons Affected:** All board members, employees, volunteers and public that use Hairsine Community League facilities.



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4. **RESPONSIBILITIES:** The Executives (President, VP, Secretary and Treasurer)
- A. Is responsible and accountable for documenting, implementing, enforcing, monitoring and updating the League's privacy and access compliance;
 - B. Will approve the placement of all video surveillance equipment;
 - C. Authorizes access to information collected by the video surveillance system.
 - D. Ensuring that appropriate members are familiar with this Policy and providing advice, training and recommendations to members to assist in compliance with FOIP;
 - E. Overseeing the day-to-day operation of video surveillance cameras, providing supervision to approved authorized personnel, and ensuring their compliance with all aspects of this Policy;
 - F. Ensuring monitoring and recording devices, and all items related to surveillance (e.g. logbooks) are stored in a safe and secure location;
 - G. Ensuring logbooks recording all activities related to security video devices and records are kept and maintained accurately by authorized personnel;
 - H. Annually reviewing the video surveillance system and policy and recommending updates as appropriate to the President & VP;
 - I. Responding to formal requests to access records, including law enforcement inquiries, in consultation with the President and VP or designate;
 - J. Investigating privacy complaints related to video surveillance records, and security/privacy breaches, in consultation with the President and VP or designate;
 - K. Immediately reporting breaches of security/privacy to the President and VP or designate.
 - L. Advising on installations and operation;
 - M. Conducting periodic internal audits to ensure compliance with this Policy;
 - N. Delegating the day-to-day operations of video surveillance systems to members and ensuring compliance with this Policy;
 - O. Technical aspects of equipment, its installation and maintenance and the retention and disposal of the recorded information.
 - P. Delegating the day-to-day maintenance of video surveillance systems to members and ensuring compliance with this Policy;



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5. **USE of Video:**

- A. Access to the recorded data is limited to the Authorized staff/personnel that need the information in the performance of their duties. (The Executive team).
- B. The information captured will only be used under the following circumstances:
 - Viewed for Police reportable events e.g. break-ins, theft, or vandalism.
 - Viewed for administrative actions e.g. viewing incidents that may lead to banning individuals from the building due to cases of public endangerment, vandalism, theft, or violation of the Community's Code of Conduct.
- C. Data will be viewed only to investigate a pre-defined occurrence. Data will be viewed first by 2 authorized Executive members to determine if the incident is administrative or Police reportable. If the incident is determined to be Police reportable, appropriate action will be taken. The information viewed will remain the property of the Hairsine Community League and will be treated as confidential.
- D. Normal retention period for records is 40 days followed by destruction unless required for evidence. Records required for evidence shall be saved to a secure file and/or CD and stored in a secure environment. Such records will be destroyed when no longer required for evidence.

6. **References:**

Alberta's Freedom of Information and Protection of Privacy Act

Office of the Information and Privacy Commissioner of Alberta