

Policy Name:	Use of Surveillance Systems Policy		
Policy No:	8.1	Approval Authority:	Senior Management Team
Volume	8, Facilities Management	Responsible Party:	Director of Facilities
Chapter	1, Use of Surveillance Systems Policy	Responsible Office:	Facilities Management Office
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Policy Statement

NSCAD University allows the use of approved video Surveillance Systems through a transparent process, subject to rules governing equipment installation and employment, and use of the resulting recorded material. This policy outlines the responsible use of video Surveillance Systems as they are used for recording, monitoring and storing video in properties which NSCAD owns or occupies.

Reason for Policy

NSCAD recognizes the need to balance the individual right to privacy and the requirements by the University to uphold a safe and secure environment. The Surveillance System policy has as its focus safety and security as surveillance may help to identify concerns, aid in investigations, discourage crime and assist NSCAD with any related legal requirements.

Policy Applies to

- All departments and divisions of the University

Who Should Read this Policy

- All members of the University community
- Directors, division heads, department heads
- Director of Human Resources
- Students

Contacts

The meaning and application of this policy:

Facilities Management Office, Director of Facilities Management, 902- 494-8215, rturple@nscad.ca
Office of Academic Affairs, Privacy Officer, 902-494-8125, amasterson@nscad.ca

Definitions

NSCAD personnel:	NSCAD employees or people engaged in University work for NSCAD.
NSCAD premises:	A NSCAD owned/leased and operated building and its land.
Secure facilities:	Safe campuses where staff and students are free from and not exposed to danger or harm.
Surveillance System(s):	A NSCAD owned closed-circuit television system used to maintain close observation of a facilities interior or exterior locations for the purposes of security and safety. This surveillance is typically located at entrances and exits, mall corridors, and exterior building.
Surveillance System operators:	Staff or sub-contract security staff who monitor the Surveillance System and/or have access to the recordings of the system.
University property:	All indoor and outdoor NSCAD campuses and other property owned, contracted or leased by NSCAD
University	Nova Scotia College of Art and Design, operating as NSCAD University

The Policy

1. Legal context

1.1. Freedom of Information and Protection of Privacy Act, 2001,c.37,s.2

The purposes of this Act are to:

- 1.1.1. Allow any person a right of access to the records in the custody or under the control of a public body subject to limited and specific exceptions as set out in this Act;
- 1.1.2. Control the manner in which a public body may collect personal information from individuals, to control the use that a public body may make of that information and to control the disclosure by a public body of that information;
- 1.1.3. Allow individuals, subject to limited and specific exceptions as set out in this Act, a right of access to personal information about themselves that is held by a public body;
- 1.1.4. Allow individuals a right to request corrections to personal information about themselves that is held by a public body; and to provide for independent reviews of decisions made by public bodies under this Act and the resolution of complaints under this Act. 2001,c.37,s.2.

1.2. Video recording of public areas for security purposes at NSCAD is limited to uses that do not violate the reasonable expectation of privacy as defined by law.

2. Principles

- 2.1. In the daily operation of NSCAD premises, the safety of students, faculty, staff, visitors and property is protected and maintained by conventional means including alert observation by staff, foot patrols by security

personnel, safe behavior training, and the consistent application of the University's various rules of conduct. However, in some circumstances, the additional protection provided by surveillance cameras is essential in maintaining lawful and safe use of NSCAD premises.

- 2.2. NSCAD will ensure to implement the Surveillance Systems in a manner that will minimize privacy invasion and achieve the goal of essential safety and security for all NSCAD personnel.
- 2.3. NSCAD will conduct the viewing of the surveillance material in a professional, ethical and legal manner.
- 2.4. NSCAD will ensure that any personnel involved in the use of the Surveillance System are trained, educated and supervised in the accountable use of the Surveillance System.
- 2.5. This policy strictly applies to NSCAD security Surveillance Systems. It does not apply to recordings introduced or collected by faculty or students.
3. Purpose of Surveillance Systems
 - 3.1. Surveillance Systems are in place to enhance other methods the University uses to ensure a safe and enjoyable environment for the NSCAD community and its visitors. Such systems also aid in the protection of property.
4. Location of Surveillance Systems
 - 4.1. Surveillance Systems are located in corridors, entrances, exterior building near entrances and exits for the protection of physical assets.
5. Responsibilities
 - 5.1. Facilities Management has a number of responsibilities:
 - 5.1.1. Primary responsibility for safety and security matters as well as crime prevention on campus. Facilities works closely with students, staff, and faculty to create a reasonably safe learning, teaching and working environment for the campus. Thus, Facilities is committed to enhancing its public safety efforts through the use of digital video recording and/or surveillance under appropriate circumstances.
 - 5.1.2. Facilities Department has sole authority to manage the use of all Surveillance Systems on NSCAD properties. As such, Facilities has the authority and/or responsibility to approve all Surveillance System installation and their use. No other NSCAD member or outside personnel is authorized to arrange, approve and supervise the installation of surveillance equipment on University property.
 - 5.1.3. Monitor new developments in the relevant law and in security industry practices to ensure that video recording at NSCAD University is consistent with any such developments.
 - 5.2. The Director of Facilities will:
 - 5.2.1. Authorize all video recording for safety and security purposes at NSCAD. All new installations will follow Facilities Management's operating principles. All existing video recording systems will be evaluated for compliance with this policy. In determining whether video recording is advisable, the Director of Facilities will consider, among other things, whether other security or safety measures may better address a particular security or safety concern.

- 5.2.2. Review all requests to release recordings. No release of video recordings will occur without authorization by the Director of Facilities. Excluded from this review are those recordings directly related to a criminal investigation or arrest or releases required under a validly issued subpoena or other lawfully issued court order. Any request for release of recordings must be made in writing.
 - 5.2.3. Conduct a bi-annual Privacy Impact Assessment for the Video Surveillance System and each time a significant change to the Surveillance System is being contemplated, or more frequently as required by law.
 - 5.2.4. Maintain a protocol for managing privacy breaches.
- 5.3. The Facilities Manager is responsible for the maintenance and repair of the cameras.
- 5.4. Surveillance Systems operators are responsible to:
- 5.4.1. Monitor live footage for any security concerns;
 - 5.4.2. Review recorded footage as required, for security concerns;
 - 5.4.3. Follow established operational procedures to respond to any perceived security concerns;
6. General
- 6.1. The purpose of video recording public areas by security personnel is to deter crime and to assist Facilities Management in protecting the safety and property of the University community.
- 6.2. Video recording for security purposes will be conducted in a professional, ethical, and legal manner. Video recording is retained for one week.
- 6.3. The Director of Facilities may authorize installation of additional Surveillance System equipment in the following situations:
- 6.3.1. When it is required for an impending visit by a dignitary;
 - 6.3.2. For a criminal investigation;
 - 6.3.3. For an emergency situation (e.g., when there is a significant, imminent risk to public security and/or University property or a campus emergency).
 - 6.3.4. If additional security measures are required.
- 6.4. Images of activities performed by employees in the workplace and that are captured/ recorded by Surveillance System equipment will not be used for any disciplinary or other labour relations purpose as specified within the confines of any/all collective agreements in force between NSCAD University and its employees/employee groups. This does not preclude the use of video recordings/captured images of the workplace for criminal investigation purposes or as evidence for prosecution of criminal acts discovered in the workplace (i.e.: thefts, assaults, etc.).
- 6.5. Members of Facilities Management are prohibited from disseminating any information acquired from the video equipment. All information and/or observations made in the use of Surveillance Systems equipment are considered confidential and can only be used for official University and law enforcement business upon the approval of the Director of Facilities.
- 6.6. All Surveillance System related activity will be brought into compliance with this policy within twelve (12) months of the approval of this policy.

7. Surveillance System operators

7.1. NSCAD will assign security personnel who are trained to operate the Surveillance System equipment and to monitor live surveillance footage.

7.2. Surveillance Systems equipment operators must be trained and supervised in the responsible use of surveillance technology, including the technical, legal, and ethical parameters of such use. This training will be conducted by NSCAD’s Facilities Manager or the Director of Facility Management.

8. Public awareness of the Surveillance System

8.1. Facilities Management will post signage in the appropriate area where a Surveillance System is in use either by the entrance or proximity to the Surveillance System. The following signage will be visible: “Warning: This area is being monitored 24 hours by a Video Surveillance System.” This signage will also include the contact detail for inquiries regarding the Surveillance System: For NSCAD Surveillance System inquiries, please contact the Director of Facilities Management at 494-8215.

9. Request for installation of video Surveillance System equipment

9.1. The Director of Facilities will be guided by the need for security of people and property, concerns for the privacy of members of the University community, and the interests of these members.

9.2. The Director may approve Surveillance System installations in areas including, but not limited to:

- 9.2.1. Those containing security systems such as access control systems, security alarms;
- 9.2.2. Those containing sensitive institutional data or technology operations;
- 9.2.3. Sections of the University campus and buildings that are high-traffic;
- 9.2.4. Those containing rare, high-value, or merchandise property;
- 9.2.5. High-crime areas.

9.3. Requests for the installation of video surveillance equipment may be made directly to the Director of Facilities.

10. Safeguards relative to Surveillance System material and records

10.1. NSCAD Surveillance System material will be kept locked in secure facilities (Server Rooms) and will be managed appropriately and according to NSCAD’s legal obligations.

10.2. All Surveillance System materials are time stamped and kept on a secure server.

10.3. Access to the storage devices can only be made by authorized personnel. Logs will be used to track all instances of access to, and use of, recorded material, to enable a proper audit trail.

10.4. Recordings from the Surveillance System will be retained for a minimum of seven (7) days and a maximum of 30 days, unless retained for the use of an on-going investigation and/or related proceeding. After the retention date, the surveillance material is automatically deleted from the server 30 days after recording.

11. Requests for viewing of record Surveillance System material

11.1. Information relating to any release or disclosure of recordings will be documented. All requests by law enforcement agencies to view the Surveillance System material must be made to the Facilities Management department and must be approved by the Director of Facilities Management.

11.2. Approved material must be viewed in the presence of the Director of Facilities Management or designate.

11.3. A formal record of the request for viewing will be made by Facilities Management that includes, but is not limited to:

11.3.1. Contact information for the requestor, including full name, title, email and phone number;

11.3.2. Details on the video footage being requested;

11.3.3. Details on the reasons for the request;

11.3.4. The granting or denying of the request.

12. Auditing of Surveillance Systems

12.1. NSCAD's Surveillance Systems will be audited every two years.

13. Compliance

13.1. Failure to comply with this policy may result in disciplinary action, up to and including termination, in accordance with the relevant collective agreement or employment guidelines. NSCAD also retains the right to pursue any action, including criminal prosecution and civil remedies, when misuse of its information or resources is suspected either during the course of employment or after the termination of employment.

13.2. This policy is intended to be complementary to other policies and collective agreements governing the conduct of faculty and staff. In situations where this policy may be in conflict with Collective Agreements, the Collective Agreements shall prevail.

13.3. Violations of any aspect of this policy may lead to civil or criminal action.

Forms and Tools

N/A