

APPENDIX 3K

CLOSED CIRCUIT CAMERAS POLICY

Telecommunications Technical Standards

1. **Objective**

The objective of this policy is to provide guidance for and to regulate the appropriate use of Closed Circuit Cameras (CCC) on Emily Carr University of Art + Design (University) campuses for the purposes of safety and security.

2. **Scope**

This policy applies to all faculty, staff, administrators, students, contractors and visitors to the University campuses.

3. **Policy**

- 3.1. The University uses Closed Circuit Cameras (CCC) to monitor public areas and remote locations in order to deter criminal activities and to assist in providing for the safety and security of individuals, property and assets. Legitimate safety and security purposes for CCC monitoring include, but are not limited to the:
 - (a) protection of individuals, property and buildings;
 - (b) patrol of public areas; and
 - (c) investigation of criminal activity.
- 3.2. The use of CCC, storage of data and release of information will be in compliance with the Freedom of Information and Protection of Privacy Act of BC (the Act).
- 3.3. This policy is not intended by the University to form a contract between it and any person or entity.
- 3.4. Signage will be clearly visible to the public, and will abide by the requirements in the Act.
- 3.5. The use of CCC will be in compliance with the Act.
- 3.6. Under no circumstances will CCC be used for the purpose of monitoring or evaluating employees over job performance issues.
- 3.7. No one should assume that the presence of a CCC system on campus will guarantee safety for persons or property at all times. Rather, it is one tool in the University's continuing efforts to increase campus security and safety.
- 3.8. Responsibility for implementation and supervision of CCC will reside with the University Facilities Director or designate, under the direction of the Vice President Finance and Administration.
- 3.9. Monitoring and playback equipment, stored data and other technical equipment, hardware and software will be secured in a controlled access area.
- 3.10. When determining a need for CCC, consideration will be given to the need for, viability of, operation of and times of operation. This will be determined by the Facilities department.
- 3.11. Individuals shall not tamper with any cameras.

4. **Monitoring of Live Feed**

- 4.1. Monitoring of live feed will be as authorized by the Director of Facilities under direction of the Vice President Finance and Administration. Individuals who monitor live feed may include University security, the Occupational Health and Safety Coordinator, the Director of Facilities, law enforcement officials if suspected criminal activities have taken place and the technicians responsible for the installation and maintenance of such equipment.
- 4.2. Employees or contractors charged with monitoring the CCC (or reviewing stored video data information) will be subject to discipline if they breach the policy or relevant procedures and guidelines of the University. Contractor failure to comply with policy may

lead to a breach of contract leading to penalties up to and including contract termination.

5. **Stored Data Obtained from CCC**

- 5.1. Security, retention and disposal of stored data will be determined by University procedures, in accordance with the Act and the Office of the Information and Privacy Commissioner of BC Regulations.
- 5.2. Information obtained through CCC monitoring and stored video data may be released to persons or entities outside the University (such as law enforcement) only when compelled by lawful means, such as a warrant or subpoena, or when authorized by the Director of Facilities in consultation with the Vice President Finance and Administration, and in accordance with this policy and with the Act.
- 5.3. CCC video data will not be released to news or media sources without the additional approval of the President.
- 5.4. Data will be captured 24/7, and deleted after 31 days, with live viewing to take place from time to time throughout operational hours.
- 5.5. Data will be stored in a secure location determined by Information Technology Services.
- 5.6. Any incident that is supported or initiated by CCC will be documented. In the record of the incident, the following information will be documented:
 - (a) that CCC captured the incident;
 - (b) the specific camera used; and
 - (c) any pertinent information gathered by CCC.

6. **Procedures and Guidelines**

- 6.1. Procedures and guidelines may be amended from time to time as authorized by the President's Executive Committee, and in urgent or emergency situations, without prior notice.