

RAINBOW DISTRICT SCHOOL BOARD

POLICY & PROCEDURES MANUAL		P.9.19
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POLICY STATEMENT

P.9.19 VIDEO SECURITY SURVEILLANCE

Rainbow District School Board schools will use Video Security Surveillance in schools to:

1. enhance the safety of students and staff,
2. protect school property against theft and vandalism, and
3. aid in the identification of intruders and of persons breaking the law.

OPERATIONAL PROCEDURES

OP.9.19 VIDEO SECURITY SURVEILLANCE

Surveillance activities involving the collection, retention, use, disclosure and disposal of personal information in the form of video surveillance must be in compliance with the *Ontario Municipal Freedom of Information and Protection of Privacy Act*. Rainbow District School Board will maintain control of and responsibility for the video surveillance system at all times.

REFER TO ADMINISTRATIVE PROCEDURES IN THE ADMINISTRATORS' HANDBOOK REGARDING "Video Security Surveillance" WHICH ADDRESS:

1. Definitions and Responsibilities
2. Rationale, Objectives and Justification for Implementing the Video Security Surveillance Program
3. Collection of Personal Information using A Video Security Surveillance System
4. Planning Considerations for Video Security Surveillance Systems
5. The Design, Installation and Operation of Video Security Surveillance Equipment
6. Access, Use, Disclosure, Retention, Security and Disposal of Video Security Surveillance Records
7. Access to personal Information
8. Auditing and Evaluating the Use of a Video Security Surveillance System.
9. Covert Surveillance

Operational Procedures are based on the Information for Privacy Commission's: *Guidelines for Using Video Surveillance Cameras in Schools, December 2003.*