



Video Surveillance Policy 08-03 Amended September 2024

Purpose

1. The video surveillance system is an integral part of security operations at the Municipality of the County of Cumberland.
 - a) The purpose of this policy is to ensure the appropriate use of the video surveillance system and the recordings or images collected by it.
 - b) This Policy applies to any video surveillance system operated by or for the municipality that collects personal information in any form.

Policy Statement

2. The Municipality is committed to public safety, crime prevention, and stewardship of publicly owned assets. Where necessary, video surveillance systems may be used in municipally owned or operated buildings and open spaces to deter and detect crime and anti-social behavior such as theft, vandalism, and unauthorized entry.
3. The Municipality shall always maintain control and responsibility for its video surveillance system.
4. The Municipality will provide necessary and reasonable protection of its property against vandalism, theft, damage and destruction while respecting the privacy of those captured on video in accordance with privacy legislation.

Definitions

"CAO" means Chief Administrative Officer.

"Designated Operator " means an employee appointed by the Chief Administrative Officer with authority to access video surveillance equipment and recording. The designated operator has a responsibility to ensure the appropriateness of content and policy compliance.

"Municipality" means the Municipality of the County of Cumberland.

Overview

5. The Municipality wishes to make use of video surveillance systems to better protect the security of its people, assets, and property.
6. Access to video surveillance information is limited to the following individuals or their designates:
 - a. Chief Administrative Officer
 - b. Deputy Chief Administrative Officer
 - c. Designated Operators
7. The primary use of video surveillance information is for investigating an incident.
8. Information Technology staff will access the equipment only for the purpose of maintaining, backing up the software, and assisting with the extraction of the portions of the data.
9. Physical and computer related security will be always in place to properly secure access to the recording equipment and video data.
10. The locations, and access to video recordings must be maintained in logs and kept by the designated operator.

Policy Directives

Staff Roles and Responsibilities

11. **Chief Administrative Officer:** The CAO shall be responsible for implementation, administration, and evaluation of the Municipality's Video Surveillance Policy and Procedures. The CAO shall also be responsible for ensuring that information obtained through video surveillance is used exclusively for lawful purposes.
12. **The Deputy CAO:** The Deputy CAO, is responsible for each Municipality-owned or operated site with a video surveillance system and shall ensure that the site complies with this policy, as well as any site-specific policies that may be required.
13. **Designated Operators:** The Designated Operators shall be assigned cameras to monitor and access as required and will adhere to the terms in this policy.

Video Surveillance and Viewing

14. The Municipality may install video surveillance cameras at its discretion but will not install equipment inside areas where there is a higher expectation of privacy (i.e. change rooms and washrooms).
15. Only designated operators will review surveillance records.

Video Monitors

16. Video monitors will not be in locations that enable public viewing.

Video Records and Storage

17. The Municipality will ensure that video records and storage hardware are located away from the public in secure areas.
18. The Municipality will ensure that there is a standard retention period at all sites. This will be outlined in the administrative directive on logging, inventorying, and retaining video equipment and records.
19. The Municipality will ensure that only the CAO, Deputy CAO, and designated operators can access video recordings.

Video Surveillance Inventory

20. The Municipality will keep an up-to-date inventory of all the locations of video surveillance equipment and the designated operators.

Logging Access to Recordings

21. The Municipality will provide an access log to be kept in a secure location accessible to authorized employees only.
22. The access log will be used when clips of recordings are created and viewed for the purposes of incident investigation. The access log will be used to record details such as date, time, purpose, and name of authorized staff person reviewing the video records.
23. New entries in the access log will be reported to the Clerk's Office.
24. All external requests to view recordings or obtain clips of recordings shall be made to the Clerk's office.
25. When a video recording clip is created and viewed for law enforcement purposes, the access log entry will include details such as date, time, name, and contact information of the law enforcement officer.

Unauthorized Disclosures

26. The Municipality will ensure that unauthorized disclosures are addressed promptly and effectively.
27. Any unauthorized disclosure will be immediately reported to the Clerk's office.

Video Records Set Aside for Viewing

28. The Municipality will ensure that video records copied for use by external agencies are copied and retained for our own records by the Clerk's office.

Public Notification and Access to Information

29. The Municipality will ensure that the public is notified about the presence of video surveillance equipment by posting signs at the surveillance areas' perimeter. Signs will be consistent in size and format and indicate video surveillance is in use.

Policy Review

30. This policy will be periodically reviewed and updated as required.

Effective Date

31. This policy is in effect upon adoption and repeals all previous versions of the Video Surveillance Policy.

Clerks Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider: April 14, 2008

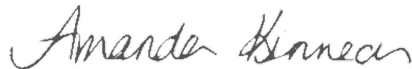
Date of Passage of Policy: April 23, 2008

Date of Notice to Council of Intent to Consider the Amended Policy: September 18, 2024

Date of Passage of Amended Policy: October 2, 2024

I hereby certify that this Video Surveillance Policy was adopted as indicated above.

Deputy Clerk



Date: October 3, 2024