

Video Camera Monitoring, Recording & Retention Policy University of New Brunswick

Policy

1.0 PURPOSE

1.1 The purposes of this Policy include:

- i) to assist in the daily operations of campus security and safety in providing a safe and secure environment to the university community.
- ii) to promote a safe learning environment by deterring criminal activity and reducing the fear of crime.
- iii) to assist in the identification of individuals who commit criminal and unsafe acts on persons and University or personal property.
- iv) to assist law enforcement agencies with regard to the investigation of any crime that may occur on the campus.

2.0 SCOPE

2.1 The University of New Brunswick recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and the institution's duty to promote a safe environment for all members of the university and to protect university property.

2.2 This policy has been developed to comply with provincial *Protection of Personal Information Act* and applicable Federal legislation, and to be consistent with other related University policies.

2.3 It is also recognized that each department has unique needs and practices. While these requirements will remain, it is necessary to standardize our procedures in order that all members of the University community have an expectation of consistency, regardless of where the equipment is utilized.

2.4 The procurement and installation of video cameras and monitoring equipment must be strictly controlled. As such, all video cameras and monitoring equipment procurement and installations will be administered by the Director of Security and Traffic UNBF or the Manager of Environmental Health, Safety and Security UNBSJ, or their designates.

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3.0 PUBLIC AWARENESS OF CAMERAS

3.1 Signs will be posted in appropriate areas, either at the entrance to the area being monitored (e.g. on the door entering a computer laboratory) or in close proximity to the camera informing the university community and the general public of the usage of cameras.

3.2 Covert cameras are not to be installed on campus, unless there is a demonstrated need to install such cameras to assist authorities in collecting evidence in a criminal investigation. Such installations will be undertaken only by the Director of Security and Traffic UNBF or the Manager of Environmental Health, Safety and Security UNBSJ.

4.0 LIMITING USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION

4.1 At no time will persons other than those designated by the Director of Security and Traffic UNBF or the Manager of Environmental Health, Safety and Security UNBSJ have access to the monitors or to the recordings made in the course of the usage.

4.2 Personal information contained on the recordings shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual, or as required by law.

4.3 Cameras shall not be directed through windows of a residential dwelling (including a university residence), or location where an individual has a reasonable expectation of privacy.

5.0 CONFIDENTIALITY

5.1 Video camera monitoring of University premises shall be conducted in a professional, ethical and legal manner, and information obtained is to be kept in strictest confidence and retained in a secure place.

5.2 Information obtained through video camera monitoring shall be used exclusively for security and law enforcement purposes and only be released in accordance with this policy.

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6.0 SAFEGUARDS

6.1 Video recordings will be released to proper authorities only when an incident occurs. The Director of Security and Traffic UNBF or the Manager of Environmental Health, Safety and Security UNBSJ, or their designates, will take control of the recording in question and secure it for evidentiary purposes.

6.2 If a copy of a recording must be made for evidentiary purposes, it must be copied onto a permanent storage medium such as a CD or DVD and physically labeled with the date, time and location of the recorded incident. No copies of monitoring files, other than those needed for back-ups or evidentiary purposes, may be made.

6.3 If the incident appears to be criminal in nature, the Director of Security and Traffic UNBF or the Manager of Environmental Health, Safety and Security UNBSJ, or their delegates, will contact the appropriate law enforcement agency which will review the recording in their presence and if necessary, turn a copy of the recording over to police.

7.0 INDIVIDUAL ACCESS

7.1 Where a person has been the subject of video monitoring, the person, after identifying the time and location of the recording, has the right to view his or her recorded images.

7.2 Access in full or part may be refused on one of the conditions as stated in section 6 of the *Right to Information Act* of New Brunswick.

8.0 ACCOUNTABILITY

8.1 The University collects personal information by Closed Circuit Television (CCTV) in accordance with the provisions of the provincial *Protection of Personal Information Act*, and provides access to such information in accordance with the *Right to Information Act*.

8.2 The authorization for the installation of cameras and subsequent monitoring, recording and release of information collected lies with the Director of Security and Traffic UNBF and the Manager of Environmental Health, Safety and Security UNBSJ, or their designates.

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9.0 AUDITS

9.1 The Vice-President Academic UNBF or the Associate Vice-President Financial and Administrative Services UNBSJ may require that periodic audits are conducted to ensure compliance with this policy.

9.2 The results of each audit will be documented.