

NSCAD University

Facilities Management Policy

Section: **General**

Subject: **Use Of Video Surveillance Systems**

Issued By: **Facilities Management**

Effective Date: **October 1, 2009**

PURPOSE:

The intention of this policy is to define and regulate the use of video surveillance, including closed circuit television (CCTV), on NSCAD University property.

POLICY:

- The purpose of CCTV monitoring in public areas is to deter crime, assist in providing protection to people and property, assist in overall security and safety and increase the likelihood of identification of person(s) who may breach University policies and/or commit criminal activities.
- Facilities Management (FM) is responsible for the approval, administration and operation of all video surveillance systems on campus; this includes Duke and Granville, Academy, and the Port Campuses.
- Information obtained through video recording and review will be used exclusively for safety and security purposes and law enforcement access as determined by FM.
- Video recording and review will be conducted in a professional, ethical and legal manner. Failure to comply with this procedure will result in disciplinary action appropriate to the circumstances, up to and including termination of employment.
- Signage will be placed in all appropriate locations within NSCAD University property where CCTV is in use. The signage will be consistent with current legal standards.
- All recorded taped and digital video surveillance information will be stored and secured.
- A list of authorized persons, including University Security staff, and others will be maintained in written form by Facilities Management.
- FM or designate may grant police or other law enforcement officials access to the CCTV systems and recordings during an emergency or as part of an on-going criminal investigation.

PROCEDURES:

Notification

- Notices indicating CCTV installation will be posted at the entrances to the area under surveillance or in close proximity to the camera.
- Notices posted in public areas shall read as follows:
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 - **For the safety and security of the NSCAD University community public spaces may be monitored by Closed Circuit Television**
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- Notices of temporary CCTV installations will also be posted. The one exception to the posting of signage is when a temporary camera installation is required specifically to capture inappropriate and/or unlawful behavior arising from a history of such behavior at this location.

Disclosure

- Personal information contained on recordings shall not be used or disclosed for purposes other than described in this policy, except with the consent of the individual or as required by law.
- In all cases of disclosure, a record shall be kept outlining the date and time of the activity and to whom disclosure was provided.

Viewing of CCTV monitors

- CCTV will be operated 24 hours a day, seven days a week, all year long and video images will not be accessible or viewable by non-authorized persons.
- CCTV monitors will be located to the best ability in a position that prevents the general public from viewing the monitors or images.

Audio recordings

- **CCTV will not be equipped to capture nor record audio data**

Taped recordings

- Tapes will be locked in a storage cabinet with access restricted to authorized persons only.
- All tapes will be labeled with date and time of every recording.
- Taped recordings will be retained for a minimum of seven days and a maximum of 30 days, unless retained for the use in an on-going investigation or related proceeding or for training purposes.
- FM shall destroy tapes by breaking the case and shredding of the tape.

Digital recordings

- Digital recordings will be retained for a minimum of seven days and a maximum of 30 days, unless retained for the use in an on-going investigation or related proceeding or for training purposes.
- Any digital recordings saved on compact discs will be destroyed by FM after 1 year or at the conclusion of the investigation and proceedings related to the recorded event, unless retained for future training purposes.
- Digital servers shall be located in a secured area where access is minimal and restricted to authorized staff only.

Installation/Replacement of CCTV cameras and equipment

- The installation or replacement of any CCTV cameras or equipment anywhere on NSCAD University property must be approved in advance and in writing by Facilities Management.

Mobile video

- At the discretion of FM, mobile video equipment may be used in safety and security or criminal investigations.
- Portable hidden cameras with recording equipment will only be used for safety and security or criminal investigations at NSCAD university with the written approval of Vice President – Administration or Facilities Management or designate.

EXAMPLES OF APPROPRIATE USE OF CCTV:

- Monitoring University premises to assist in efforts to maintain personal safety of students, employees and visitors.
- Surveillance of building perimeter, entrances and exits, lobbies and corridors, receiving docks, computer labs, special storage areas, laboratories, cashier locations or other high risk activity areas.
- Monitoring of access control systems.
- Monitoring and recording restricted access transactions at entrances to buildings and other areas.
- Verification of security alarms, intrusion alarms, exit door controls.
- Surveillance of parking lots and commercial areas.
- Criminal investigations.