

Video Surveillance Policy

Classification Health, Safety and Environment	Table of Contents 1 Purpose 1 2 Scope..... 1 3 Definitions 1 4 Policy Statement..... 1 5 Responsibilities..... 3 6 Related Information..... 4 7 History..... 4
Approval Authority General Counsel	
Implementation Authority Coordinator, FOIP	
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- 1 Purpose** The Video Surveillance System is an integral part of security operations at the University of Calgary. The purpose of this policy is to ensure the appropriate use of the Video Surveillance System and the personal information collected by the System.
- 2 Scope** This policy applies to those who operate and/or maintain the Video Surveillance System. It will be of interest to Employees, students and any other individuals who use campus facilities.
- 3 Definitions** In this policy:
- a) “Authorized Employee” refers to an Employee with authority to respond to a security-based incident.
 - b) “CCTV” means closed-circuit television.
 - c) “Disclosure” refers to the release of relevant information. Disclosure includes viewing a recording as well as making a copy of a recording.
 - d) “Employee” means a person employed by the University of Calgary for wages or salary. For clarity, this term includes support staff, management and professional staff, the senior administration group, and faculty.
 - e) “Video Surveillance System” refers to a mechanical or electronic system or device that enables continuous video recording, observing or monitoring of space.
- 4 Policy Statement**
- Purpose for the Surveillance**
- 4.1** The Video Surveillance System is intended to:

- a) discourage unlawful or anti-social behaviour of individuals on university premises;
 - b) facilitate a safe and secure environment; or
 - c) support an immediate response to an observed or reported incident.
- 4.2** The System may also be used to provide web access to specific campus activities or events.
- 4.3** The information collected by the System may be used to:
- a) identify witnesses and offenders;
 - b) apprehend and prosecute offenders; or
 - c) provide evidence in a disciplinary hearing or criminal prosecution.

Nature of the Surveillance

Campus Security CCTV System

- 4.4** Images, displayed in a percentage of 'real time', will be monitored by a Campus Security officer and recorded on a video system to be used in the event that an incident is viewed or reported.

NOTE: Given the limitations of what the camera or the operator can monitor at any single point in time, individuals should not rely on the CCTV System to provide complete or absolute safety. The CCTV System is just one security device employed by Campus Security to promote a safe and secure learning and living environment.

All Other Video Cameras

- 4.5** Images captured by the video cameras will be recorded on a secure server and viewed if an incident is observed or reported or if there is evidence of unlawful or anti-social behaviour.

Privacy

- 4.6** Cameras will be situated in identified public areas. Cameras will not monitor areas where individuals have a reasonable expectation of privacy. For example, cameras will not be used to look into licensed drinking establishments on campus nor will cameras be directed at the windows of private offices, residences or properties neighbouring the University of Calgary.

Notification

- 4.7** Signs showing that a Video Surveillance System is in operation will be visible to employees, students and people visiting the campus.

Security of the Video Surveillance System

- 4.8** Receiving equipment such as video monitors will be in a controlled access area. Only the controlling personnel or those otherwise authorized will have access to the receiving equipment.

Management of Recorded Information

- 4.9** Recorded images from the Video Surveillance System are classified as Confidential Information and will be stored in accordance with the Information Security Classification Standard.
- 4.10** Authorized Employees will access the recorded images only if there is a security-based reason, that is, if an incident has been observed, reported or is suspected to have occurred.
- 4.11** The recorded images will only be used:
- a) for a security or law enforcement purpose; or
 - b) for a legal proceeding; or
 - c) for the provision of evidence in support of any inquiry or prosecution associated with criminal and/or anti-social activity on University property or the misuse of University space or equipment; or
 - d) with the consent of the individual whose personal information has been recorded.
- 4.12** The recorded images may be disclosed to any of the following for the purposes described at 4.10:
- a) decision making authorities;
 - b) law enforcement agencies;
 - c) the Crown; or
 - d) the individual who is the subject of surveillance.
- 4.13** Requests for access to the recorded images must be submitted in writing to the head of the department conducting the surveillance. The Disclosure will be approved only if the applicant demonstrates a legitimate right of access to the information and commits to using the information only for a law enforcement purpose.
- 4.14** Disclosure will be documented and will include the name of the individual to whom the information is disclosed and the date and time of access, removal, or copying.
- 4.15** Recorded images will be deleted after 30 days unless needed for a law enforcement purpose. If used for a law enforcement purpose, the images will be retained for a minimum of one year after using it so that an individual whose image has been captured and used for a law enforcement purpose has a reasonable opportunity to obtain access to it.
- 4.16** The recorded information will be deleted in accordance with the Information Security Classification Standard.

General

- 4.17** The surveillance and monitoring equipment will be regularly checked to ensure that it is working properly (e.g. the recording media used is of an appropriate standard and features on the equipment such as the date and time stamp are correctly set).
- 4.18** Misuse of the Video Surveillance System or recorded information will result in disciplinary action.

5 Responsibilities

5.1 Approval Authority

- a) ensure appropriate rigour and due diligence in the development or revision of this policy.

5.2 Implementation Authority

- a) ensure that University staff are aware of and understand the implications of this policy and related procedures;
- b) monitor compliance with the policy and related procedures;
- c) regularly review the policy and related procedures to ensure consistency in practice; and
- d) sponsor the revision of this policy and related procedures when necessary.

5.3 Responsible Director/Manager in Unit

- a) publish a list of camera locations;
- b) post signs indicating that a Video Surveillance System is in operation;
- c) ensure monitoring equipment is in a secure area and is working properly;
- d) monitor access to the recorded images; and
- e) respond to a request for access to a recorded image.

6 Related Information [CCTV Camera Locations](#)

7 History	December 13, 2006	Approved and Effective.
	September 28, 2009	Revised.
	January 1, 2020	Editorial Revision. Updated format and links.
	May 30, 2023	Editorial Revision. Updated title.