



## Video Surveillance Policy

Classification Health, Safety and Security	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Related Information 6 History 7
Approval Authority Dean's Office	
Implementation Authority Senior Leadership Team	
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- Purpose** 1 The Video Surveillance System is an integral part of security operations at the University of Calgary-Qatar. The purpose of this policy is to ensure the appropriate use of the Video Surveillance System and the personal information collected by the System.
- Scope** 2 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.
- Definitions** 3 In this policy:
- "Authorized Employee" refers to an Employee with authority to respond to a security-based incident.
  - "Disclosure" refers to the release of relevant information. Disclosure includes viewing a recording as well as making a copy of a recording.
  - "Employee" means an individual who is engaged to work for the University under a contract of service, that is, there is an employer – employee relationship between the individual and the University. For clarity, this term includes support staff, management and professional staff, the senior administration group, researchers and faculty members.

- d) "Video Surveillance System" refers to a mechanical or electronic system or device that enables continuous video recording, observing or monitoring of space.

**Policy Statement**

**4 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 any pending investigation of an observed or reported incident.

**4.2** 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**

**4.3** Images will be recorded and stored by the Surveillance System via motion detection parameters. Captured images can be retrieved by an Authorized Employee to be used in the event that an incident is reported or an investigation is warranted.

**Privacy**

**4.4** Cameras will be situated in identified hallways and corridors. Cameras will not monitor areas where individuals have a reasonable expectation of privacy such as offices spaces, prayer rooms, female gymnasium, residences or properties neighbouring the University of Calgary – Qatar.

**Notification**

**4.5** Signs showing that a Video Surveillance System is in operation will be visible to Employees, students and visitors to the campus.

**Security of the Video Surveillance System**

**4.6** Receiving equipment such as video monitors are housed in controlled access areas. Only Authorized Employees have access to these areas and the recorded footage.

## **Management of Recorded Information**

- 4.7** Recorded images from the Video Surveillance System are classified as confidential and will be stored in accordance with the University Information Security Classification Standard.
- 4.8** 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.
- 4.9** The recorded images will only be used by Authorized Employees:
- 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.
- 4.10** The recorded images may be disclosed to any of the following for the purposes described at 4.11:
- a) decision making authorities;
  - b) law enforcement agencies;
  - c) the individual who is the subject of surveillance.
- 4.11** Requests for access to the recorded images for the purposes described in 4.11 must be submitted in writing to the head of the department in conducting the surveillance. The Disclosure will be approved only if the applicant meets the criteria for right of access to the information and is using the information for law enforcement purpose.
- 4.12** 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.

## **General**

- 4.13** The surveillance and monitoring equipment will be regularly checked to ensure its function (e.g. media used is of an appropriate standard and features such as the date and time stamp are correctly set).

**4.14** Misuse of the Video Surveillance System or recorded information will result in disciplinary action.

**Responsibilities**

**5 Responsible Director/Manager or Health & Safety Advisor**

- 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;
- e) will notify Employees and students of activation and use of video surveillance; and
- f) respond to requests for access to recorded images which are forwarded through the proper channel.

**Related Information**

**6 [Video Surveillance Camera Locations](#)**

<https://publicintelligence.net/qatari-cctv-specs/>

<http://www.im.gov.ab.ca/documents/publications/InfoSecurityClassification.pdf>

**History**

**7** *Approved:* September 1, 2014 by Senior Leadership Team

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