

## 325 Video Monitoring and Surveillance Technology

### Beliefs

The Maskwacis Education Schools Commission (MESC) follows cultural and traditional teachings of the Maskwacis Cree, in particular Wahkohtowin. Wahkohtowin is the belief that all things are related and connected, that all of existence has spirit and that living in a good way requires us to maintain good relationships with each other and other aspects of existence. We recognize that respect for mother earth, elders, youth, and the Treaties are paramount to planning ahead and making decisions for future generations.

The MESC believes surveillance technology may be used to help ensure the safety and security of students and staff, as well as to ensure students compliance with AP 323 School Bus Transportation: Student's Conduct and Responsibility. To that end, video surveillance equipment has been installed in schools and on all MESC Buses and will be used to ensure compliance with the above noted MESC Policy for student conduct, and to ensure students passenger safety.

The installation of video surveillance equipment, and the monitoring and storage of video obtained from said equipment is for the purposes outlined in Section 3.0 of AP 138 Personal Information Protection. MESC agrees that any personal information collected by MESC shall not be used or disclosed for any purpose other than those set out in MESC's Privacy Policy.

### Procedures

1. As an entity on reserve, the Federal *Personal Information Protection and Electronic Documents Act (PIPEDA)* applies to MESC where personal information of students and/or staff is collected. All Personal Information of students and/or staff obtained via video surveillance systems shall be collected and stored in accordance with MESC's Privacy Policy, as well as all relevant privacy legislation, including PIPEDA, as well as the Alberta *Personal Information Protection Act* ("PIPA").
2. Storage/Security
  - 2.1. All recordings will be stored and secured to ensure confidentiality.
  - 2.2. Recordings will normally be stored for 30 days after initial recording, whereupon such recordings will be erased.
  - 2.3. Recordings held for review of incidents will be maintained in their original form pending resolution. The recording will be erased or retained as necessary.

### 3. Sharing and Access to Video

- 3.1. Requests for viewing of recordings will be limited to the appropriate MESC personnel, parent, guardian, or students 18 years or older and others as deemed appropriate by the Associate Superintendent: Corporate Services. Full Access is provided to video which may contain personal information of either the parent's child or the employee making the request, subject to reasonable timelines for information retrieval.
- 3.2. In the event of an internal investigation by MESC or an active investigation by a law enforcement agency, MESC may temporarily and at its own discretion, withhold the disclosure of video recordings so as to maintain investigational integrity.
- 3.3. Any and all disclosure of video recordings made by MESC in response to a request from a Parent/Caregiver or staff shall be in compliance with MESC's Privacy Policy and in accordance with all legislative and regulatory requirements as set out in PIPA, PIPEDA and their corresponding regulations.

### 4. Viewing

- 4.1. Requests for viewing shall be made to the Associate Superintendent: Corporate Services.
- 4.2. Actual viewing will be permitted at a secure location at the site, or as otherwise required by law.
- 4.3. All viewings will include the Site Supervisor (or designate), and others as deemed appropriate by the Associate Superintendent: Corporate Services.
- 4.4. A written log will be maintained of those viewing the recordings including date of viewing, reason for viewing, and the date the recording was made.
- 4.5. Recordings remain the property of the MESC.

### 5. Parent/Caregiver and Operator Acknowledgement

- 5.1. A copy of MESC's Video Monitoring and Surveillance Policy shall be made available to Parents/Caregivers and staff for their review and information purposes,
- 5.2. All Parents/Caregivers and MESC staff shall, in addition to receiving a copy of this Policy, be provided with and shall execute a written acknowledgment and consent to video monitoring and surveillance in the form set out in Administrative Procedure 138 Personal Information Protection, Schedules A and B.

6. The Associate Superintendent: Corporate Services must be consulted in writing prior to the implementation of any surveillance program.
7. The Transportation Director is responsible for the application of this administrative procedure on school buses.
8. The site administrator is responsible for the application of this administrative procedure at the site level.
9. Sites and school buses will post notifications when surveillance technology (e.g., video cameras) is in use.

Reference:

Personal Information Protection and Electronic Documents Act

AP 138 Personal Information Protection

AP 323 School Bus Transportation: Student's Conduct and Responsibility