

Mackenzie County

Title	Video Surveillance	Policy No:	ADM057
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Legislation Reference	<i>Freedom of Information and Protection of Privacy Act (FOIP)</i>
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Purpose

The purpose of this policy is to ensure that appropriate use of video surveillance is performed in order to ensure property security and safety for Mackenzie County employees.

Policy Statement

Mackenzie County is committed to protecting the health and safety of its employees and visitors as well as the protection of its properties. Mackenzie County will employ the use of security cameras to assist in the maintenance of a safe and secure workplace, and in the investigation of suspected unlawful activity.

Mackenzie County recognizes the need to balance an individual's right to protection of privacy against the County's duty to promote a safe environment for employees and visitors, and protect property. The public and their privacy rights will be treated with the utmost respect.

This policy applies to all video surveillance systems, monitors and recording devices.

Definitions

"Authorized personnel" - individuals who require access to the video surveillance systems and recordings in the performance of their job requirements. Authorized personnel includes the CAO or designate.

"Personal information" - recorded information about an identifiable individual as indicated by section 1(n) of the FOIP act. It includes the individual's race, colour, national or ethnic origin; the individual's age or sex; the individual's inheritable characteristics; information about an individual's physical or mental disability; and any other identifiable characteristics listed in that section.

"Surveillance system" - a mechanical or electronic system or device that enables continuous or periodic video recording, observing or monitoring of activities in a specific location.

“Unlawful activity” - a violation of a federal, provincial or municipal law, regulation or bylaw, or the wrongful taking, destruction, vandalism or defacing of and person or property.

Access

1. To ensure the ongoing privacy of staff and the public, operation of and access to the video surveillance equipment and recorded data is limited to the authorized personnel.

Installation and Use of Security Cameras

2. When installing security cameras, Mackenzie County will ensure that they are located in areas that create minimal intrusion to personal privacy.
3. Security cameras will not be used to monitor or measure productivity.
4. Mackenzie County will post visible notices at the perimeter of surveillance areas indicating the presence of a surveillance system.
5. To ensure the ongoing privacy of our staff and the public at large, Mackenzie County shall ensure that only authorized personnel be allowed to operate video surveillance equipment and review recordings.
6. All activities regarding surveillance, access to recordings and the storage or disposal of recordings shall be carried out by personnel authorized to do so.
7. All recordings shall be stored securely in an access-controlled area or system.
8. All recordings created by means of security surveillance cameras shall be the sole property of Mackenzie County and may not be taken, reproduced or destroyed for any reason without prior express permission.

Request for Access

9. With the exception of requests by law enforcement agencies, individuals must submit a formal request to view recordings and will be subject to approval.
10. Requests for access to recordings shall be bound by and subject to the Freedom of Information and Protection of Privacy Act (FOIP) and applicable legislation.

11. Following an access request, authorized personnel will review the surveillance recordings that have been copied to the Mackenzie County network and determine whether unlawful activity has occurred.
12. If surveillance recordings reviewed following an incident report demonstrate evidence of unlawful activity, authorized personnel will determine the appropriate actions to take against an individual.

Retention and Destruction of Records

13. If surveillance recordings reviewed reveal no evidence of unlawful activity, the surveillance records will be destroyed from the Mackenzie County network immediately.
14. Where recordings are disposed of, they must be deleted or destroyed in such a manner as to ensure that they cannot be viewed or accessed by anyone.
15. Mackenzie County shall retain video surveillance footage for a period deemed satisfactory in the event the footage is required as part of an investigation or for the purposes of evidence of unlawful activity.
16. The surveillance records that have been used to make a decision directly affecting an individual will be stored in access controlled area and will records will be retained for one year after a decision is made.

Unauthorized Access and/or Disclosure (Privacy Breach)

17. Any Mackenzie County employee that witnesses the unauthorized disclosure of any surveillance recordings that are in violation of this Policy and/or a potential privacy breach must report the incident to the Chief Administrative Officer immediately.
18. Mackenzie County will investigate all reported breaches of privacy, unauthorized viewings or disclosures. Any breaches of this Policy may result in disciplinary action up to and including termination of employment.

Responsibilities

19. FOIP Coordinator

- a) Ensuring that Mackenzie County staff is familiar with this Policy and providing advice, training and recommendations to staff to assist in compliance with FOIP.

- b) Supervising authorized personnel and ensuring their compliance with this Policy.
- c) Investigating and responding to privacy complaints related to surveillance records and security or privacy breaches.
- d) Responding to formal requests to access surveillance records, including law enforcement inquiries.

20. IT Specialist

- a) Overseeing the day-to-day operation of surveillance systems including quality control for system operations.
- b) Ensuring that surveillance records and all items related to surveillance are stored in a safe and secure location.
- c) Ensuring that surveillance records are kept and maintained accurately by authorized personnel.
- d) Advising on installations, operation, retention and disposal methods of the surveillance records.

21. Chief Administrative Officer or designate

- a) Ensuring that this policy is enforced.
- b) Approving the placement of all video surveillance equipment.
- c) Approving authorized personnel and access to information collected by the surveillance systems.
- d) Maintaining an up-to-date list of approved surveillance areas and authorized persons.

	Date	Resolution Number
Approved	2016-08-24	16-08-624
Amended		
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