



CAMERA SURVEILLANCE

1.0 Rationale

District School Board Ontario North East believes the use of surveillance cameras in/on Board property is to:

- enhance the safety of students, staff and community members;
- protect school property against vandalism and theft; and
- aid in the identification of intruders and of persons breaking the law.

Personal information is being collected under the authority of the Education Act and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The Board recognizes that schools are considered to be a supervised environment where a reasonable degree of monitoring by school staff is desired and expected.

2.0 Definitions

Institution: is defined in section 2 of the *Municipal Act* by way of a list of public bodies that are deemed to be institutions and are therefore subject to the *Act*. "School Boards" are included in the definition. Section 2 of the provincial *Act* states that an "institution" refers to any ministry of the government of Ontario. Therefore, both public and separate school boards, as well as provincial schools, are subject to the *Acts*.

Personal Information: is defined in section 2 of the *Acts* as being recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individual's race, colour, national or ethnic origin, sex and age. Therefore a simple image on a video surveillance system that is clear enough to identify a person, or the activities in which he or she is engaged in, will be classified as "personal information" under the *Acts*.

Record: is defined in section 2 of the *Acts* to mean any information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes: a photograph, a film, a microfilm, a videotape, a machine-readable record and any record that is capable of being produced from a machine-readable record.

Video Surveillance System: refers to a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in school buildings and on school premises. In these Guidelines, the term video surveillance system includes an audio device, thermal imaging technology or any other component associated with recording the image of an individual.

Reception Equipment: refers to the equipment or device used to receive or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, audio, physical or other mechanical, electronic or digital device.

Storage Device: refers to a videotape, computer disk or drive, CD-ROM, computer chip, or other device used to store the recorded data or visual, audio or other images captured by a video surveillance system.

3.0 Policy

District School Board Ontario North East is committed to ensuring that their learning spaces and work places are safe and property is protected from vandalism or theft.