

Title: Use of Surveillance Cameras

Policy No: 4005

Approval: Council

Effective Date: April 8, 2014

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (Greenview) will utilize surveillance equipment, including cameras, for the purpose of protecting Greenview equipment and resources from theft and vandalism and other unlawful acts, and for the purpose of conducting an investigation into such actions. The collection, use and disclosure of personal information shall comply with the *Freedom of Information and Protection of Privacy Act* and this Policy.

Purpose: The purpose of this policy is to establish guidelines for the use of surveillance to protect Greenview’s assets and the collection, use and disclosure of personal information.

Principles:

1. Greenview may employ Surveillance Technology in order to
 - (a) Discourage Unlawful Activity in relation to Greenview’s assets, and
 - (b) Assist with investigations and prosecutions of Unlawful Activity.
2. Surveillance Technology shall be used in locations that:
 - (a) Have been or may be subject to Unlawful Activity; and
 - (b) Have been approved by the Chief Administrative Officer.
3. Surveillance Technology must be directed to focus on the approved locations, and must avoid areas where individuals could be recorded that would not be consistent with the purpose for which the Surveillance Technology was installed.

Notice

4. Prior to the use of Surveillance Technology at an approved location, a notice shall be posted at all entry points indicating the presence of Surveillance Technology and that Personal Information may be recorded.
5. The notice shall:
 - (a) Be in a form approved by the Chief Administrative Officer;
 - (b) Reference the *Freedom of Information and Protection of Privacy Act*; and
 Provide the number and title of the Greenview employee who may answer questions about the Surveillance Technology.

Recordings

6. Recordings created as a result of the use of Surveillance Technology shall be:
- (a) Stored securely;
 - (b) Accessed by Authorized Personnel only;
 - (c) Used only for the purposes set out in this Policy;
 - (d) Destroyed 30 days following their creation, unless such recordings are required to be used or retained for a purpose set out in this Policy, or as otherwise required by law.

Definitions

7. In this Policy:
- (a) "Authorized Person" means an individual employee or contractor of Greenview who has been designated by the Chief Administrative Officer to access recordings created by Surveillance Technology and who has executed a non-disclosure agreement in the form authorized by the Chief Administrative Officer.
 - (b) "Surveillance Technology" means surveillance cameras, microphones or other equipment used for the purpose of monitoring activities in a specific location.
 - (c) "Unlawful Activity" means a violation of a federal, provincial or municipal law, regulation or bylaw, or the wrongful taking, destruction, vandalism or defacing of any real or personal property.
 - (d) "Personal Information" has the meaning given to it by the *Freedom of Information and Protection of Privacy Act* (Alberta) as amended from time to time.

Approved: 14.04.226