
VIDEO SURVEILLANCE

Date Issued: 12. Oct. 2010-RCM

Mandated by: Council

Current revision: 24, Nov. 2015-R232-15

Cross Reference: Procedure GOV-005-A,
Policy HUM-007-A

Next Review Diarized: 1, Jan. 2018

Responsibility: City Manager

PURPOSE

To ensure that, in adopting the use of security video surveillance cameras, the City of Fort Saskatchewan balances the security benefits derived from the use of video surveillance with the privacy rights of individuals.

POLICY

The City of Fort Saskatchewan recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of City employees, customers, visitors and property. Proper video surveillance, where deemed necessary, is an effective means of helping to keep City facilities and properties operating in a safe and secure manner. While video surveillance cameras are installed for safety and security reasons, the City's video surveillance systems must be designed and maintained to minimize privacy intrusion.

DEFINITIONS

Authorized Personnel – Individuals authorized by the City Manager for the review of recorded videos at each individual site.

City – The City of Fort Saskatchewan.

FOIP – Freedom of Information and Privacy Protection Act.

Law Enforcement Agency – An organization granted authority by Federal, Provincial, or Municipal Governments to enforce laws. These organizations include, but are not limited to, the Canadian Security Intelligence Service, the RCMP, and local Peace Officers.

Municipal Property and Facilities – Any land and structures owned in whole by the City of Fort Saskatchewan.

EXECUTIVE LIMITATIONS

1. Factors to Consider Prior to Using Video Surveillance

Before deciding to install video surveillance, the following factors must be considered:

- a) A Privacy Impact Assessment shall be completed for the use of video surveillance cameras and shall be based on issues related to reports of crime or significant safety concerns;

- b) A video surveillance system shall only be used when other measures of deterrence or detection have been considered and rejected as unworkable; and
- c) The proposed design and operation of the video surveillance systems shall minimize privacy intrusion.

2. Designing and Installing Video Surveillance Equipment

When designing a video surveillance system and installing equipment, the following shall be considered:

- a) Given the open and public nature of the City's facilities and the need to provide for the safety and security of employees and customers who may be present at all hours of the day, the City's video surveillance systems may operate at any time in a 24-hour period;
- b) The video equipment shall be installed to monitor only those spaces that have been identified as requiring video surveillance;
- c) The ability of authorized personnel to adjust cameras shall be restricted so that authorized personnel cannot adjust or manipulate cameras to overlook spaces that are not intended to be covered by the video surveillance program;
- d) Equipment shall never monitor the inside of areas where the public and employees have a higher expectation of privacy (e.g. change rooms and washrooms);
- e) Reception/recording equipment shall be located in a strictly controlled access area. Only authorized personnel shall have access to the controlled access area and the reception/recording equipment; and
- f) Every reasonable attempt shall be made by authorized personnel to ensure video monitors are not in a position that enables the public and/or unauthorized staff to view the monitors.

3. Notice of Use of Video Systems

The City shall post signs, visible to members of the public, at all entrances and/or be prominently displayed on the perimeter of the grounds under video surveillance.

4. Personnel Authorized to Operate Video Surveillance Systems

- a) Images shall be recorded in a protected digital location. Only authorized personnel shall be permitted to operate video surveillance systems.
- b) City employees responsible for the use of the video surveillance equipment shall ensure adherence to FOIP Legislation and this Policy.
- c) When recorded images from the cameras are viewed for law enforcement or investigative reasons, this shall only be undertaken by an authorized personnel, in a private, controlled area that is not accessible to other staff and/or customers.

5. Authority/Responsibility to Implement

The City Manager is authorized to establish procedures for the implementation of this policy.

VIDEO SURVEILLANCE

Date Issued: March 11, 2016

Responsibility: City Manager

Current Revision: March 11, 2016

Cross Reference: Video Surveillance Policy
GOV-005-C

PURPOSE

To provide direction on the processes for the collection, use, retention, and release of video surveillance footage.

DEFINITIONS

Authorized Personnel – individuals authorized by the City Manager for the review of recorded videos at each individual site

City – the City of Fort Saskatchewan

FOIP – the *Freedom of Information and Protection of Privacy Act*

Law Enforcement Agency – An organization granted authority by Federal, Provincial, or Municipal Governments to enforce laws. These organizations include, but are not limited to, the Canadian Security Intelligence Service, the RCMP, and local Peace Officers.

PROCEDURE

The following is a list of procedures relating to the collection, use, retention and release of video surveillance footage.

1. Collection of Information:
 - a. Prior to the installation or use of any video surveillance or other digital recording system, a Privacy Impact Assessment shall be completed. Contact Legislative Services for assistance with this process.
 - b. Signage must be clearly posted where video surveillance occurs.
 - c. Cameras installed will have the ability to display live images on a monitor, aiding authorized personnel to view the current status of an area. All reasonable efforts shall be made to obscure the monitoring screens from the public and unauthorized personnel.
 - d. No audio shall be captured by the video surveillance.
 - e. Cameras shall not be placed in locations where individuals should have a reasonable degree of privacy.

2. Use of Information:

- a. Information collected shall only be accessed upon request by City Administration, or an official request from a law enforcement organization requiring access.
- b. Private persons shall have access to their personal information or recordings upon making a FOIP request. In addition to submitting a Request to Access Information form, a Video Surveillance Request must be submitting, including the following:
 - i. the date;
 - ii. the approximate time; and
 - iii. the location of the video surveillance footage.
- c. Footage collected shall not be used to monitor the performance of City Administration. However, footage of City Administration may be used as evidence in legal matters.

3. Retention of Information:

- a. Any footage captured shall be maintained as personal information to protect individuals from unnecessary surveillance.
- b. Any footage where a person is identifiable is considered personal information and is subject to FOIP.
- c. Any requested information will be retained for 1 year. All other information will be erased automatically after 30 days.
- d. When possible, information gathered will be held on local storage at the video camera, and not recorded by a secondary computer.
- e. Information shall be retained for more than 1 year if a request is received from a law enforcement agency to do so.

4. Release of Surveillance Footage:

- a. Any disclosure of information shall require a request from City Administration, or an official request from a law enforcement agency.
- b. Requests to view any footage shall be made by completing a Video Surveillance Request form (Schedule A). Completed forms shall be submitted to the Director, Legislative Services.
- c. The City Manager shall be notified of any requests to release footage.
- d. Once a request has been received and approved, authorized personnel will access and review the requested information, to determine if the footage is appropriate for release. All other information will remain confidential.
- e. In the event that footage requested by a law enforcement agency includes images of other individuals, their identities shall be protected.
- f. Private persons shall have access to their personal information or recordings upon making a FOIP request. Each request must include a reasonably accurate date, time, and location of the footage. Information will only be disclosed once the content of the video has been verified to contain the individual making the request. The identity of other private persons in the video shall be protected.

Scheduled A - Video Surveillance Request

GENERAL INFORMATION	
First Name:	Last Name:
Requesting Organization (If Applicable):	Daytime & Evening Phone:
Address:	Province:
City:	Postal Code:
E-Mail:	
FOOTAGE INFORMATION	
Date:	Time:
Location:	
Reason for Request (i.e., law enforcement, safety investigation, etc.):	
DISCLOSURE	
Applicant's Signature:	Submission Date:

Forward the completed Video Surveillance Request form to one of the following:

Mail: City of Fort Saskatchewan
Legislative Services Department
10005 – 102 Street
Fort Saskatchewan, AB T8L 2C5

Email: legislativeservices@fortsask.ca
Fax: 780-992-4774
Phone: 780-992-6255

This personal information is being collected and used under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* for the purposes relating to the collection and use of video surveillance. If you have questions about the collection, contact the FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6236.

FOR OFFICE USE ONLY	
Signature of Receipt:	Date Received: