



POLICY STATEMENT

Policy Name	Video Surveillance		
Policy #	603	Category	Health and Safety
Policy Sponsor	Director, Health, Safety and Security	Previous Revision Date	January 7, 2019
Policy Approved by	President & CEO	Issue or Revision Date	April 4, 2024
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	April 4, 2029

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to govern the installation and use of video surveillance technology and access to video surveillance records at Saskatchewan Polytechnic (Sask Polytech) campuses and business locations.

SCOPE

This policy applies to the installation and use of all video surveillance technology and access to video surveillance records at Sask Polytech campuses and business locations.

GUIDING PRINCIPLES

In its installation and use of video surveillance technology, and accessing of video surveillance records, Sask Polytech is committed to the following:

1. Creating a safe and secure environment on its campuses and at its business locations.
2. Complying with all relevant privacy legislation and ensuring that students, employees, and the public enjoy a reasonable expectation of privacy while at Sask Polytech campuses and business locations.
3. Accessing and disclosing video surveillance records according to the purposes for which the surveillance equipment was installed and the personal information collected.
4. Minimizing the amount of personal information collected through video surveillance technology to that which is necessary to accomplish the purposes for which the video surveillance technology was installed.
5. Facilities where video surveillance is in use shall post clearly visible signage at all entrances; and
6. Using the least intrusive and effective means reasonably practicable in safety, security, or other investigations.

POLICY

1. All installation and use of, and access to, video surveillance technology at Sask Polytech campuses and business locations shall comply with *The Local Authority Freedom of Information and Protection of Privacy Act*.
2. The purpose of video surveillance at Sask Polytech is to:
 - a. Promote a safe and secure environment at Sask Polytech campuses and business locations.
 - b. Aid in identifying individuals and activities suspected of putting the safety and security of campuses or business locations at risk, including those suspected of damaging Sask Polytech property.
 - c. Facilitate the enforcement of laws, Sask Polytech student and employee codes of conduct, and other core policies at campuses and business locations; and
 - d. Ensure the academic integrity of examinations in Sask Polytech Test Centres.
3. Personal information obtained through Sask Polytech video surveillance technology shall not be used or disclosed for purposes other than those described in this policy, except with the consent of the individual, as required by law, or where deemed necessary to protect personal or public safety.
4. Only video surveillance technology approved by Health, Safety, and Security (HS&S), in consultation with the Privacy Office, may be installed and used to surveil Sask Polytech campuses or business locations.
5. HS&S, in consultation with the Privacy Office, is authorized to determine the placement of surveillance technology and cameras at Sask Polytech campuses and business locations.
6. Video surveillance cameras shall be configured and placed in such a way as to restrict the amount of personal information collected to that which accomplishes the purposes for video surveillance stated above.
7. The authority to access, monitor, control, disseminate, store, review, and destroy surveillance records is entrusted to HS&S and the Privacy Office.

DEFINITIONS

Core Policies

Those policies which Sask Polytech requires employees and students to affirm on an annual basis, including Harassment Prevention and Response #601, Violence Prevention and Response #604, Sexual Violence Prevention and Response #605, Code of Conduct #703 or Student Code of Conduct (Non-Academic) #1211b, and Appropriate Use of Information Technology Resources #801.

Personal Information

Any information of an identifiable individual, including the individual's image or likeness, etc.

Privacy Office

The Privacy Office includes the Sask Polytech Privacy Head and all those to whom authorities and responsibilities have been delegated (e.g., the Privacy Officer).

Reasonable Expectation of Privacy

The individual's expectation that personal information (including their image) disclosed in a given instance will not be disclosed further to third parties. A reasonable expectation of privacy is context and situation specific and relies upon that which society is prepared to accept and is typically gauged through precedent set in case law.

Surveillance Technology

Any technology, including closed circuit television, that may record images of individuals.

RELATED POLICIES/DOCUMENTS

Appropriate Use of Information Technology Resources 801

Code of Conduct 703

Harassment Prevention and Response 601

Sexual Violence Prevention and Response 605

Student Code of Conduct (Academic) 1211a

Student Code of Conduct (Non-Academic) 1211b

Violence Prevention and Response 604

APPLICABLE LEGISLATION OR REGULATIONS

The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP)