



POLICY STATEMENT

Policy Name	Video Surveillance		
Policy #	603	Category	Health and Safety
Policy Sponsor	Director, Health, Safety and Security	Previous Revision Date	February 4, 2013
Policy Approved by	President & CEO	Issue or Revision Date	January 7, 2019
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	January, 2024

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 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 Saskatchewan Polytechnic campuses and business locations.

GUIDING PRINCIPLES

In its installation and use of video surveillance technology, and accessing of video surveillance records, Saskatchewan Polytechnic 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, staff, faculty, and the public enjoy a reasonable expectation of privacy while at Saskatchewan Polytechnic campuses and business locations;
3. Accessing and disclosing 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. Ensuring, where possible, that fair notice has been given when areas may be under surveillance; 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 Saskatchewan Polytechnic 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 Saskatchewan Polytechnic is to:
 - a. promote a safe and secure environment at Saskatchewan Polytechnic campuses and business locations with respect to the protection of data, property, personal safety, etc.;
 - 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 Saskatchewan Polytechnic property;
 - c. facilitate the enforcement of laws, Saskatchewan Polytechnic student and employee codes of conduct, and other Core Policies at campuses and business locations; and
 - d. ensure the academic integrity of examinations in Saskatchewan Polytechnic Test Centres.
3. Personal information obtained through Saskatchewan Polytechnic 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 surveillance technology approved by Health, Safety, and Security, in consultation with the Saskatchewan Polytechnic Privacy Office, may be installed and used to surveil Saskatchewan Polytechnic campuses or business locations.
5. Health, Safety, and Security, in consultation with the Privacy Office, is authorized to determine the placement of surveillance technology and cameras at Saskatchewan Polytechnic 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 Health, Safety, and Security and the Saskatchewan Polytechnic Privacy Office.

DEFINITIONS

Core Policies: Those policies which Saskatchewan Polytechnic requires employees to affirm on an annual basis, including # 601 Harassment, # 604 Violence, # 605 Sexual Assault and Sexual Violence, # 703 Code of Conduct, # 801 Appropriate Use of Information Technology.

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

Privacy Office: The Privacy Office includes the 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

- # 601 Harassment
- # 605 Sexual Assault and Sexual Violence
- # 604 Violence
- # 703 Code of Conduct
- # 801 Appropriate Use of Information Technology
- # 1211a Student Code of Conduct (Academic)
- # 1211b Student Code of Conduct (Non-Academic)

APPLICABLE LEGISLATION OR REGULATIONS

The Local Authority Freedom of Information and Protection of Privacy Act
The Privacy Act