Security Camera Guidelines

1. Purpose

1.1. The purpose of this document is to regulate the use of security cameras to monitor and record public areas for the purpose of law enforcement, safety and security at Vanier College.

2. Scope

2.1. These guidelines apply to all personnel and in all use of security camera monitoring and recording.

2.2. The following purposes are exempt from these guidelines:

2.2.1. Cameras and recordings that are used as part of the teaching or research responsibilities of a member of the academic staff of the college.

3. Definitions

3.1. Security camera is a generic term used to describe any video surveillance equipment used for monitoring and recording of images that are used on campus. Any equipment used to intercept and/or record audio have to follow more stringent legal constraints and are not included in these guidelines.

3.2. A covert camera is hidden from plain sight, usually using a subterfuge, and is used to record any individual who has a reasonable expectation of privacy in the location where the camera is used.

3.3. Overt cameras are the most common type of video surveillance device present at the college. These devices are not hidden from general view.

4. Guidelines

4.1. Use of security cameras

4.1.1. Vanier College installs and uses security cameras on campus to enhance personal safety, deter and investigate crimes and protect members of the community and the college’s property. Security Cameras will be used in a manner consistent with the values of Vanier College and in respect of all applicable laws and policies.

4.1.2. Vanier College Safety & Security services is the only service authorized to oversee and coordinate the use of video recording for safety and security purpose of the College. To avoid any risk or abuse, the installation of security cameras is to be strictly controlled. Only Vanier College Safety & Security Services can approve the installation of any video surveillance equipment.

4.1.3. Security Cameras will be used for legitimate safety and security purposes. They include but are not limited to the following:

- Building perimeters, entrances and exits, lobbies and corridors, receiving docks, special storage areas and laboratories
- Streets, sidewalks, parking lots, courtyards and intersections
- Restricted access locations at building entrances or other locations
4.1.4. Covert cameras will not be installed unless there is a demonstrated need to assist authorities in collecting evidence in a criminal investigation. Such an installation can only be authorized by the Manager, Safety & Security Services.

4.1.5. Except when employee or student conduct constitutes criminal behavior or negligent behavior where it places others at risk, security cameras shall not be utilized to monitor employee or student performance.

4.2. Monitoring of Security Cameras

4.2.1. The monitoring of security cameras by Safety & Security services shall be conducted in a professional, ethical and legal manner in accordance with all applicable laws and policies. Personnel involved in monitoring of the security cameras shall be appropriately trained and supervised in the responsible use of the technology.

4.2.2. Personnel who monitor cameras must receive a copy of this document and the procedures developed under it.

4.2.3. Violations of established procedures for video monitoring will result in disciplinary action.

4.2.4. When appropriate, Safety & Security services may provide live viewing rights to other college personnel where it serves to enhance the safety and security of the local area. These individuals will be subject to the same standards of conduct as Safety & Security personnel. Violations of established procedure and guidelines will result in having their viewing rights revoked. Examples of personnel who may be awarded live viewing rights include, but not limited to:

- Front desk staff in isolated areas of the college
- Supervisors of customer service counters

4.3. Use and distribution of recording images and videos.

4.3.1. Safety & Security Services will be responsible for recording all monitored activity and the secure storage of data recordings.

4.3.2. The authority to use recorded images to conduct an investigation into the matter of a possible misconduct or illegal activity is limited to Safety & Security Services personnel or persons designated by Safety & Security services management.

4.3.3. I.T.S.S. personnel and Maintenance personnel are permitted to view recorded images only for the purposes of repair and maintenance of security cameras.

4.3.4. Safety & Security services will freely exchange information, including any surveillance recordings with any law enforcement agency as required for the purpose of an investigation of an offence.
4.3.5. Requests from members of the Vanier College community or outside agencies to view or receive recorded videos will be approved on a case-by-case basis. Situation where such approval may be provided include, but not limited to:

- College disciplinary officers in cases of student discipline due to criminal acts or acts that are in contravention with college policies
- The department of Human Resources in cases of employee discipline or arbitration hearings due to criminal acts or acts that are in contravention with college policies
- Administrative Services to defend against claims and lawsuits
- Employees or students wishing to use video to prove their innocence in a legal or college disciplinary hearing.
- The Human Rights Office in a case of harassment where video evidence may prove the guilt or innocence of the parties involved.

4.3.6. Any request for video footage from an individual or agency for purposes not outlined in articles 4.3.4 and 4.3.5 will require a search warrant or subpoena.

4.3.7. Requests to view or receive recorded images under article 4.3.5 must be submitted to Safety & Security Services management. The request must clearly identify the reason for the request. Authorization to release recorded video or to permit viewing thereof is restricted to the Manager, Safety & Security Services

5. Responsibility

5.1. Vanier College Safety & Security Services is responsible for the application and administration of the guidelines contained in this document.

5.2. Vanier College Safety & Security Services is responsible to develop, as needed, protocols and procedures that govern the approval, installation, operation and management of video monitoring equipment. The protocols and procedures must be consistent with the provisions of this document.