



Surveillance Cameras in Public Areas

L-00-10

Adopted: March 25, 2024

Policy Statement:

The Town is committed to enhancing the safety and security of employees and the public by the reasonable use of surveillance, in a manner that reasonably protects their privacy rights to the extent reasonably possible. The Town is also committed to providing clarity and consistency in processes to install, use and maintain surveillance systems, and to ensure that information collected using surveillance is securely stored and protected from unauthorized access. The Town is committed to protecting property and holding individuals accountable for their actions that result in damage, loss, or nuisance to property. The Town has developed this Policy in keeping with these goals.

Applicable Legislation

The Town is committed to reasonably respecting and protecting the privacy rights of employees and members of the public pursuant to the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25 (the "FOIP Act"). This Policy has been developed and implemented in accordance with the FOIP Act.

Definitions

Unless otherwise specified, terms used in this Policy have the same meaning as defined in the FOIP Act.

1. "Surveillance" shall refer to video surveillance.
2. "Extracted recording" means a recording created by making a digital copy of a recording from a surveillance system; and
3. "Surveillance system software" refers to the software used to access, view and extract the recordings created by the surveillance system.

Collection and Use of Information

1. The Town may collect personal information via surveillance for the following general purposes:
 - a. For the purposes of law enforcement, in accordance with section 33(b) of the FOIP Act; and
 - b. To facilitate an operating program or activity of the Town, in accordance with section 33(c) of the FOIP Act: namely, maintaining safe and secure public and working environments.
2. The Town may use and disclose personal information collected via surveillance only in accordance with these general purposes, for a use consistent with those purposes, or in accordance with a court order.



Location and Installation of Surveillance Equipment

1. The installation of Surveillance Equipment shall be approved by the CAO.
2. Surveillance Equipment should only be installed in identified public areas where surveillance is necessary to detect or deter activity, or to facilitate operational requirements of a work environment.
3. Surveillance should not monitor areas where the public and employees have a reasonable expectation of privacy (e.g., change rooms, washrooms, residences)
4. The location shall include signage identifying locations with surveillance, with contact information.

Access, Use, Disclosure and Retention of Surveillance Records

1. Access to surveillance records is limited to the CAO, Public Works Manager, Assistant Public Works Manager, Peace Officer, and designated members of the Safe Streets and Community Protection Committee, in the performance of their duties.
 - a. Further limited access may be given to a Town employee by any of the above individuals, subject to their oversight.
2. Access to view surveillance system software recordings shall be subject to the following:
 - a. All surveillance system software shall be restricted, and password protected.
 - b. A log shall be created to monitor who is accessing the system recordings.
 - c. Viewings will take place when a specific incident occurs or is suspected to occur. Examples of circumstances that would merit a review of surveillance recordings include:
 - i. Incidents of safety and security that have been reported or observed.
 - ii. Incidents of theft, vandalism, or nuisance that have been reported or observed.
 - iii. For disciplinary, legal, or legislative purposes.
 - iv. For a law enforcement matter.
3. When making an extracted recording a log entry shall be made specifying the date, purpose and the individual who made the extracted recording.
4. Extracted recordings may be turned over to Law Enforcement upon request or may be referred to Law Enforcement by the CAO or Peace Officer. The release of such recordings shall be documented and logged.
5. An extracted recording must be retained for the longer of the following two periods:
 - a. For one year from the date of viewing or
 - b. For one year from the date of the final resolution of the incident.



6. Surveillance System Software shall maintain recordings for a maximum of 30 days, after which the software shall delete or destroy the recording.

Right of Access

1. An individual who is the subject of information has a right of access to his or her recorded information in accordance with the FOIP Act. An individual may request access to a surveillance system recording for the expressed purpose of accessing their personal information, they may not view personal information of other individuals.