

Resort Village of Candle Lake

Policy

Category: General Government

Date Established: June 12, 2015

Responsible Office: Administration

Date Last Revised:

Responsible Manager: Administrator

Effective date: June 12, 2015

Council Resolution Number: 155/2015

Policy Number: 200-70

Replaces Policy Number:

Summary

This policy is to guide the use and disclosure of information captured by Video Surveillance

Policy

POLICY STATEMENT: Video surveillance of the Resort Village of Candle Lake property will be conducted in a professional, ethical and legal manner, in accordance with the following principles:

- a) Video surveillance must be conducted in accordance with the laws of Saskatchewan and Canada;
- b) Video surveillance will be used only where it is demonstrably necessary for the purposes of enhancing the safety of persons, or for the deterrence of theft or destructive acts, such as vandalism and graffiti;
- c) Video surveillance will be used only by employees authorized by the Administrator;
- d) Appropriate signs and notice of video surveillance must be posted in areas subject to video monitoring;
- e) Employees will have access to information collected through video surveillance only where necessary in the performance of their duties and in accordance with the provisions of this Policy;
- f) Employees who may require access to information collected through video surveillance will be provided proper training and orientation with regards to this Policy and their obligations under this Policy and the Act, and will provide written acknowledgment that they have read and understood the contents of this policy and procedure. Any employee who knowingly or deliberately breaches this policy or the Act will be subject to discipline;
- g) The recording medium must be handled in a manner that maintains the integrity and security of the recorded information;
- h) All recorded information shall be destroyed or deleted after three months excepting information specifically awaiting review by law enforcement agencies, information seized as evidence, or information that has been duplicated for use by law enforcement agencies;
- i) Reception equipment locations and operation shall be limited to visual access of areas where there is no reasonable expectation of privacy;
- j) When video surveillance footage is being displayed by authorized employees on a video monitor, the monitors will be in a position that cannot be viewed by others;
- k) The video surveillance system will be subject to periodic audit.

PURPOSE/REASON FOR POLICY:

This purpose of this policy is to regulate the use of video surveillance and recording on Resort Village of Candle Lake property.

Information obtained through video surveillance will be used exclusively for security and law enforcement purposes, which must relate to the protection of staff, the public, or the deterrence or detection of criminal activity, including theft, vandalism, or other property damage.

APPLICABILITY:

Video surveillance may be used for purposes relating to safety of individuals and security of buildings and property. In furtherance of these purposes, video surveillance may be used to monitor exterior areas of Resort Village of Candle Lake property where there is no reasonable expectation of privacy.

This policy only applies to video surveillance activities necessary to enhance the security and safety of people and property on Resort Village of Candle Lake property. This policy does not apply to Resort Village owned property that is being leased or rented to a tenant.

This policy has been created in accordance with the Guidelines for Video Surveillance Saskatchewan Public Bodies as issued by the Information and Privacy Commissioner of Saskatchewan June 24, 2004 which outline the obligations imposed on public bodies with respect to the protection of the privacy interests of individuals and the Local Authority Freedom of Information and Privacy Act (LAFOIP).

DEFINITIONS:

Act: means *The Local Authority Freedom of Information and Protection of Privacy Act*

Administrator: means the CAO of the Resort Village of Candle Lake

Law Enforcement Agency: means any legal enforcement agency or member of the Office of the Privacy Commissioner

RVCL/Village: means the Resort Village of Candle Lake

Video Surveillance System: refers to a video, physical or other mechanical, electronic, digital or wireless surveillance system or device that enables continuous or periodic video recording, observing or monitoring of specific locations on resort Village of Candle Lake property and the actions of individuals in those locations.

Personal Information: is recorded information about an identifiable individual which includes, but is not limited to, the individual's race, colour, national or ethnic origin, sex and age.

RESPONSIBILITY:

The Administrator or designate is responsible:

- a) To operate and monitor the video surveillance system(s) when and as directed.
- b) To manage and coordinate maintenance of the video surveillance system(s),
- c) To train employees who will access the system and ensure that the system is used in accordance with this policy.
- d) for the oversight of the system, especially with respect to privacy issues, arranging periodic audits of the system through the budget process

Contact Information

For further information on this policy, please contact the Resort Village of Candle Lake at 306- 929-2236, fax 306- 929-2201 or email rvcandlelakeoffice@sasktel.net

ATTACHMENT "A"

PROCEDURE

The following information may be updated from time to time

Purpose: This procedure outlines specific responsibilities and protocols for managing video surveillance systems and for handling the information gathered by such systems.

PROCEDURE

1. Notification of the presence of Video surveillance will be sent to all parties affected by the system
 - a. All groups or organizations housed on the Village site
 - b. General notice to all via posters
 - c. Posted on the web site

2. The Administrator will insure all any designated staff are trained in the responsible operation of video surveillance systems,
 - a. Any person with access to the system has read and understands this policy. Video recordings contain personal information and should not be viewed by unauthorized persons.
 - b. Employees are not to view video information for personal interest and are under no circumstances to copy or transmit video information to anyone else except as provided for explicitly in this policy..
 - c. Ensure other employees who may be required to view video information to perform their duties have read and understand this policy and their legal obligations under LAFOIP. All persons authorized to access video information are to sign confidentiality agreements.
 - d. Inform the Mayor of any employees who do not comply with this policy or the Act. Also inform the Privacy Commissioner if a privacy breach has occurred, or may have occurred.
 - e. Ensure the video surveillance system is maintained in good working order.
 - f. Ensure reception equipment is placed in accordance with the policy provisions regarding privacy and only in areas where they are necessary for safety or security reasons and are suitable for the conditions.
 - g. Ensure that no attempt will be made to alter any part of a recording.

3. Where a review of recorded information indicates that unlawful activity has occurred or is suspected, law enforcement agencies will be brought in to view that recorded information. Video evidence will be stored securely until law enforcement responds. When a recording is seized as evidence, the name of the investigating officer and date and time of seizure will be recorded and retained in a log book, which will be retained for seven years.

4. Copies which are made of specific segments of recorded information for purposes of an official criminal investigation will be dated and labeled with the police occurrence number, a unique, sequential number or other verifiable symbol, and access to these copies will be limited to authorized personnel. Logs will be kept of all instances of access to, and use of, these stored copies, to provide for a proper audit trail.

These stored copies will be retained for at least one year.

5. Video Cameras will be installed on the Resort Village of Candle Lake Office, one directed toward the Playground, one directed to the front gate, one directed to the back gate and one directed to the storage area and fuel tank.
6. The Administrator will be responsible for the review and compliance with this policy.
7. The Administrator may delegate the responsibility related to this policy to the Assistant Administrator in the absence of the Administrator.
8. The equipment will be housed in the office of the Administrator and will not be accessible to the general public.
9. The videos will be reviewed daily by the Administrator and any incidents evidenced in the video will be reported immediately to the Mayor.
10. The Mayor, as Head of LAFOIP will make the determination of disclosure to the appropriate authorities.
11. Any requests for access to video information will be directed to the Head
 - a. The Head will review the information for relevancy to the request and respond to the request.
13. Any breach of this policy will be subject to disciplinary action as determined by the Head or Council.

Date Approved: *June 12/15*

Mayor



Resolution Number: 155/2015

Administrator

