

Policy Type: **Facilities**
Policy Title: **Video Surveillance Policy**
Policy Number: **FAC 02**

Intent

The intent of this policy is to comply with the *Freedom of Information and Privacy Act* (Provincial Act), and the *Municipal Freedom of Information and Protection of Privacy Act* (Municipal Act) and to establish parameters and conditions regarding video surveillance in Brock Township Public Library branches.

Rationale and Objectives for Video Surveillance

Where it is deemed necessary, video surveillance equipment will be installed in Brock Township Public Library branches to ensure the safety and security of the public, staff, and library materials.

Use of Video Surveillance Equipment

Video surveillance cameras will be installed in the library as prescribed by a staff safety and security audit. Video reception equipment will be installed in staff work zones in such a manner as to facilitate monitoring of unstaffed areas. All reasonable attempts will be made to ensure that video reception equipment is not available for public viewing. All employees of the Brock Township Public Library Board will be authorized to operate, and monitor, real time video surveillance information. Access to stored information, and storage devices, will be limited to the CEO, the Coordinator, Technology and Collection Development, and the Coordinator, Library Services and Marketing. Video surveillance equipment will operate continuously.

The Brock Township Public Library will place notices at the entrance, and within, each branch library that has video surveillance. Notices shall contain the following information:

- agency conducting video surveillance
- rationale for video surveillance
- contact information re: questions
- authority under which video surveillance is conducted

Access to Stored Information

Only authorized personnel will have access to stored information and storage devices. Real time surveillance information will be used to monitor activity in unstaffed areas of the branch library. Stored information will only be used to investigate incidents pertaining to the safety and security of the public,

staff, or library resources in the branch libraries. Stored information will only be disclosed to authorized library staff, law enforcement personnel, or other authorized individuals, in accordance with the governing Acts.

Stored video surveillance information will be retained for 30 days as per the taping cycle of the reception equipment. Records will be over-written at the end of the 30 day cycle. If personal information is accessed for law enforcement or safety purposes that information will be retained for a period of one year as per the Acts.

Access to personal information will be logged and reported as per the Acts. Individuals whose personal information has been collected by video surveillance have right of access to that information under section 47 of the provincial Act and section 36 of the municipal act. Exemptions under section 49 of the provincial act and section 38 of the municipal act may apply.

The CEO will act as the designated staff member responsible for adherence to the Brock Township Public Library's privacy obligations under the *Freedom of Information and Privacy Act* and the *Municipal Freedom of Information and Protection of Privacy Act* and its policy.

The Brock Township Public Library shall at all times maintain control of and responsibility for video surveillance equipment installed in library branches. Any agreements between service providers and the Brock Township Public Library will state that records dealt with, or created, while delivering a video surveillance program are under the control of the Brock Township Public Library and subject to the governing Acts.

Policy Compliance

Employees and service providers will review, and comply, with the Brock Township Public Library *Video Surveillance Policy*, the *Freedom of Information and Privacy Act*, and the *Municipal Freedom of Information and Protection of Privacy Act* in performing duties and functions relating to the operation of the video surveillance system.

Employees failing to comply with Library policy, procedures, confidentiality, or provisions of the Acts, will be subject to discipline, up to and including dismissal. Service providers failing to comply with Library policy, procedures, confidentiality, or provisions of the Acts, will be considered in breach of contract.

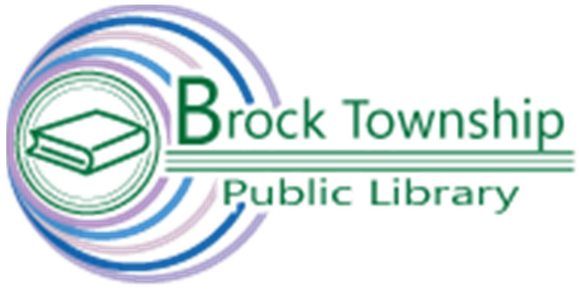
Employees will be required to sign agreements regarding their duties and obligations regarding the operation of video surveillance equipment under Library policy and governing Acts.

Policy Review Period

The Brock Township Public Library *Video Surveillance Policy* will be reviewed bi-annually or when there is a change in the video surveillance system.

History

Motion #	Date	Action
2016-02-12	February 9, 2016	Reviewed



I acknowledge that I read, understood, and will comply with the *Video Surveillance Policy* of the Brock Township Public Library.

Print Name: _____

Signature: _____

Date: _____