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| <b>Policy Name:</b>                        | Video Recording and Surveillance Policy |
| <b>Originating/Responsible Department:</b> | Campus Safety Services                  |
| <b>Approval Authority:</b>                 | Senior Management Committee             |
| <b>Date of Original Policy:</b>            | November 2007                           |
| <b>Last Updated:</b>                       | December 2022                           |
| <b>Mandatory Revision Date:</b>            | December 2027                           |
| <b>Contact:</b>                            | Director, Campus Safety Services        |

**Policy:**

To regulate the use of automated license plate recognition (ALPR) and closed-circuit television (CCTV) cameras or other video equipment that is employed to monitor and record public and restricted areas for the purposes of parking/traffic control, safety, and security on the Carleton University campus.

**Scope:**

This policy applies to all personnel, schools, colleges, departments, offices, other subdivisions of Carleton University and tenant and on-campus service providers in the use of video recording and surveillance.

**General Information:**

Campus Safety Services (CSS) has the primary responsibility for crime prevention, law enforcement, and other public safety and security matters on campus. CSS works closely with students, staff, and faculty to create a healthy and safe living, learning, and research environment for the campus. In support of this approach, CSS is committed to enhancing its health and safety efforts with digital video recording and/or surveillance under appropriate circumstances and in accordance with applicable law.

The purpose of video recording in public areas by security personnel is to deter crime and to assist CSS in protecting the health and safety and property of the Carleton University community.

Video recording for security purposes will be conducted in a professional, ethical, and legal manner. Personnel involved in video recording will be appropriately trained in the responsible use of this technology by CSS and applicable legal requirements. Violations of this policy may result in disciplinary action consistent with the rules and regulations of Carleton University.

Information obtained through any video recording will be used only as outlined below. Information obtained through video recording will only be released when authorized by the Director, CSS according to the procedures established in this policy or where required by law.

Video recording of public areas for security purposes will be conducted in a manner consistent with all existing Carleton University policies.

Video recording of public areas for security purposes at Carleton University is limited to uses that do not violate the reasonable expectation of privacy.

To maintain an informed University community and as required by privacy law, CSS will periodically disseminate written materials/post signage describing the purpose and location of video recording equipment and the guidelines for its use.

Any department or tenant or on-campus service provider with existing camera equipment found not to be in compliance with this policy must integrate their systems to the CSS standard. Further, the department must provide CSS with a written compliance plan detailing corrective action(s) to be taken within the following six (6) months to conform to the policy.

### **Roles and Responsibilities:**

CSS is the only department authorized to oversee and coordinate the use of video recording for safety and security purposes at the university. All Carleton University areas using video recording are responsible for implementing this policy in their respective operations. CSS has primary responsibility for the enforcement of this policy and assisting other units in implementing the policy and procedures.

The Director, CSS must authorize all video recording for safety and security purposes at Carleton University. All new installations will follow CSS operating principles. All existing video recording systems will be evaluated for compliance with this policy and applicable legal requirements. In determining whether video recording is advisable, the Director, CSS will consider, among other things, whether other security or safety measures may better address a particular security or safety concern.

Departments, tenant and on-campus service provider considering the purchase and installation of video equipment must first submit a Project Request Form to CSS Technical Services. Technical Services will assist in evaluating and assessing each unit's security concerns and provide relevant information to the Director, CSS for his/her consideration.

CSS will monitor new developments in the relevant law and in security industry practices to ensure that video recording at Carleton University is consistent with any such developments and will consult with Privacy Office and General Counsel.

The Director, CSS will review all requests to release recordings and consult with the Privacy Office and/or General Counsel as required. No release of video recordings will occur without authorization by the Director, CSS. Any request for release of recordings must be made in writing to the Director, CSS.

### **Procedures:**

All University personnel, schools, colleges, departments, offices, and other subdivisions and tenant and on-campus service provider involved in the use of video equipment and systems will perform their duties in accordance with this policy.

Any camera proposed/installed in any premise or public location on campus must meet the standard as specified by CSS to ensure that all cameras and alarm devices integrate and are compatible with the University network/IT infrastructure and CSS Digital Video Recording (DVR) devices. No camera or video surveillance equipment may be used or installed without expressed written permission of CSS.

Any Department or other entity with cameras installed in their respective area(s) will be permitted viewer access to recorded images in real-time, only. The ability to provide access to any recorded image or to reproduce any recorded image shall rest solely with CSS.

Members of CSS are prohibited from disseminating any information acquired from the video equipment. All information and/or observations made in the use of ALPR/CCTV equipment are considered *Confidential/Sensitive* per the Data and Information Classification and Protection Policy and can only be used for official university and law enforcement business upon the approval of the Director, CSS.

Recorded events are stored digitally for a period of up to one (1) month (31 days), unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Director, CSS.

**Contacts:**

Director, Campus Safety Services

**Links to Relevant Policies**

- Acceptable Use Policy of Information Technology
- Access to Information and Privacy
- Campus Parking and Traffic
- Corporate Records and Archives
- Data and Information Classification and Protection
- Electronic Monitoring Policy
- Mobile Technology Security
- Risk Management