

Policy Name:	Video Recording and Surveillance Policy
Originating/Responsible Department:	University Safety
Approval Authority:	Senior Management Committee
Date of Original Policy:	November 2007
Last Updated:	August 2017
Mandatory Revision Date:	August 2022
Contact:	Director, University Safety

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, and other subdivisions of Carleton University in the use of video recording and surveillance. Other permissible uses of this technology may be covered by other Carleton University policies (e.g. those governing human subjects research) and, therefore, are excluded from this policy.

General Information:

1. The Department of University Safety (DUS) has the primary responsibility for crime prevention, law enforcement, and other public safety and security matters on campus. DUS works closely with students, staff, and faculty to create a reasonably safe living, learning, and research environment for the campus. In furtherance of this approach, DUS is committed to enhancing its public safety efforts through the use of digital video recording and/or surveillance under appropriate circumstances.
2. The purpose of video recording public areas by security personnel is to deter crime and to assist DUS in protecting the safety and property of the Carleton University community.
3. 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. Training will be provided by DUS. Violations of this policy may result in disciplinary action consistent with the rules and regulations of Carleton University.
4. Information obtained through any video recording will be used only as provided herein. Information obtained through video recording will only be released when authorized by the Director of DUS according to the procedures established in this policy.
5. Video recording of public areas for security purposes will be conducted in a manner consistent with all existing Carleton University policies.

6. ***Video recording of public areas for security purposes at Carleton University is limited to uses that do not violate the reasonable expectation of privacy as defined by law.***
7. Images of activities performed by employees in the workplace and that are captured/ recorded by DUS ALPR/CCTV devices will ***not*** be used for any disciplinary or other labour relations purpose as specified within the confines of any/all collective agreements in force between Carleton University and its employees/employee groups. This does not preclude the use of video recordings/captured images of the workplace for criminal investigation purposes or as evidence for prosecution of criminal acts discovered in the workplace (i.e.: thefts, assaults, etc.).
8. To maintain an informed University community, DUS will periodically disseminate written materials/post signage describing the purpose and location of video recording equipment and the guidelines for its use.
9. Any department with existing camera equipment found not to be in compliance with this policy must work with DUS to integrate their systems to this standard. Further, the department must provide DUS with a written compliance plan detailing corrective action(s) to be taken within the following six (6) months to conform to the policy.

Responsibilities:

1. DUS is the only agency 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. DUS has primary responsibility for disseminating the policy and assisting other units in implementing the policy and procedures.
2. The Director, DUS must authorize all video recording for safety and security purposes at Carleton University. All new installations will follow DUS's operating principles. All existing video recording systems will be evaluated for compliance with this policy. In determining whether video recording is advisable, the Director, DUS will consider, among other things, whether other security or safety measures may better address a particular security or safety concern.
3. Units considering the purchase and installation of video equipment must first contact DUS Technical Services. Technical Services will assist in evaluating and assessing each department's security concerns and provide relevant information to the Director for his/her consideration.
4. DUS 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.
5. The Director, DUS will review all requests to release recordings. No release of video recordings will occur without authorization by the Director, DUS. Excluded from this review are those recordings directly related to a criminal investigation or arrest or releases required under a validly issued subpoena or other lawfully issued court order. Any request for release of recordings must be made in writing to the Director, DUS.
6. DUS will review this policy annually and recommend revisions if needed.

Procedures:

1. All University personnel, schools, colleges, departments, offices, and other subdivisions involved in the use of video equipment and systems will perform their duties in accordance with this policy.
2. Any camera proposed/installed in any premise or public location on campus must meet the standard as specified by DUS to ensure that all cameras and alarm devices integrate and are compatible with the University network/IT infrastructure and DUS Digital Video Recording (DVR) devices.
3. 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 DUS.
4. Members of DUS 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 and can only be used for official university and law enforcement business upon the approval of the Director, DUS.
5. Recorded events are stored temporarily on a DVR, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Director, DUS.
6. The DVRs maintained by DUS are capable of storing images from networked cameras for a period of up to one (1) month (31 days), depending on the programmed settings and amount of image detail required. DVRs are programmed to automatically record over the oldest image once the hard drive reaches storage capacity.

Contacts:

Director, University Safety