

Red River Valley School Division
ADMINISTRATIVE PROCEDURE D2
CCTV VIDEO SURVEILLANCE SYSTEMS



The purpose of this procedure is to establish guidelines for the installation, operation, and use of Closed-Circuit Television (CCTV) cameras within the RRVSD premises. CCTV cameras are installed to enhance security, ensure safety, and protect the welfare of students, staff, and visitors.

Scope

This policy applies to all CCTV cameras installed within school division buildings, buses, grounds, and facilities, including but not limited to classrooms, corridors, entrances, exits, parking lots, and other public areas.

Installation and Monitoring

- a. CCTV cameras will be strategically placed to monitor areas where security and safety risks are identified, as determined by the school administration in consultation with security experts.
- b. Installation and maintenance of CCTV cameras will comply with all applicable laws and regulations, including privacy laws and regulations governing the use of surveillance equipment.
- c. Access to live camera feeds and recorded footage will be restricted to authorized personnel, including school administrators, security personnel, and designated staff members.

Purpose of CCTV Surveillance

Deterrence: CCTV cameras serve as a deterrent to vandalism, theft, bullying, and other unlawful or unauthorized activities within the school premises.

Investigation: CCTV footage may be used to investigate incidents of misconduct, violations of school rules, or criminal activities.

Safety: CCTV cameras contribute to the safety of students, staff, and visitors by monitoring areas for potential hazards, emergencies, or unauthorized individuals.

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Privacy and Data Protection

Privacy Considerations: The RRVSD recognizes the importance of protecting the privacy rights of students, staff, and visitors. CCTV cameras will not be installed in areas where individuals have a reasonable expectation of privacy, such as restrooms or changing rooms.

Data Protection: Access to CCTV footage will be restricted to authorized personnel and used solely for the purposes outlined in this procedure. Recorded footage will be securely stored and retained in accordance with applicable laws and regulations.

Disclosure: CCTV footage may be disclosed to law enforcement authorities or other relevant parties as required by law or to investigate and address safety or security concerns.

Notification

Signage: Signs will be prominently displayed at entrances and other conspicuous locations to notify individuals that CCTV surveillance is in operation.

Privacy Notice: A privacy notice will be provided to students, staff, and visitors, informing them of the presence of CCTV cameras and the purpose of surveillance.

Review and Compliance

This policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations. All school personnel involved in the installation, operation, and monitoring of CCTV cameras are responsible for complying with this policy and related procedures.

Enforcement

Violation of this policy may result in disciplinary action, up to and including termination of employment or legal action, depending on the nature and severity of the violation.

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