

VIDEO SURVEILLANCE INFORMATION COLLECTION

PURPOSE

A secure, sustainable and stable work environment requires information and technological standards that are both enabling and responsible. The purpose of this policy is to establish guidelines on the collection, use, disclosure and retention of personal information that is collected on video surveillance cameras to comply with Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*.

This policy mirrors the spirit and intent of the City of Lethbridge Information Technology policy (IT3) and should be kept current with updates to that policy.

PERSONS AFFECTED

Employees / Security / Public

POLICY STATEMENT

It is the policy of the Lethbridge Public Library to notify employees and members of the public whenever surveillance systems may be in operation on Lethbridge Public Library property except where covert operations are established.

Information collected by video surveillance systems will only be used for the purpose for which it was collected, and only disclosed in accordance with section 40 of *FOIP*.

The information is collected for:

1. **Crime Detection and Prevention** – the surveillance cameras act as a deterrent or detection of potential criminal activities. In addition, any criminal activity the surveillance cameras record may assist in the apprehension and conviction of the perpetrator(s).
2. **Inappropriate Behaviour** – the surveillance cameras may be used to identify employee conduct that can be subject to discipline, and Code of Conduct violations involving members of the public for which there may be legal or other consequences. The cameras may also be used to identify and mitigate situations that present a risk to people or property.

RESPONSIBILITIES

Employees and Security Personnel who monitor, observe or review information on video surveillance systems to:

- a. Ensure that the information is only used and disclosed for the purpose for which it was collected
- b. Report potential criminal activities and inappropriate behaviour in accordance with the procedure set out below

FOIP Coordinator or designate to:

- a. Review and report to the CEO any breach of this policy as it relates to the misuse of the collection, use or disclosure of information on the Lethbridge Public Library's video surveillance system
- b. Ensure all employees that have access to the information collected on video surveillance systems are aware of this policy

PROCEDURES

1. Collection

Notification must either be given personally or be posted prominently on Lethbridge Public Library property where video surveillance systems are installed, advising employees and the general public that they may be monitored and/or recorded.

2. Use and Disclosure of Recorded Information

- a. The CEO designates an employee or employees to monitor, periodically observe or review recorded information collected on Lethbridge Public Library video surveillance systems.
- b. Where designated personnel identify inappropriate behaviour on these recordings the appropriate manager is notified of the concern as soon as reasonably possible.
- c. Where designated personnel identify potential criminal activities on these recordings, they notify the CEO or designate as soon as reasonably possible.
- d. The Manager reviews the recording(s) to verify the information or complaint.
- e. At the discretion of the CEO information on recordings that involve potential criminal activity may be forwarded to the Lethbridge Police Service.

3. Retention

Network back-ups are retained for a period of not more than one (1) year from the time of recording. After one year, the back-up recording is overwritten.

DEFINITIONS

- **Surveillance System:** refers to a mechanical or electronic system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces (including streets, highways, parks), public buildings (libraries, local government buildings) or public transportation including school and municipal transit buses or other similar vehicles. This definition does not include video recording of City Council public meetings.
- **Security:** refers to contracted Security Personnel

REFERENCES

- *Alberta's Freedom of Information and Protection of Privacy Act*, sections 33,34, 39 and 40
- *FOIP Guide to Using Surveillance Cameras in Public Areas:* dated 04/2001
- City Council Procedure Bylaw number 2995

REVISION/REVIEW HISTORY

- February 27, 2015: New policy to mirror the spirit and intent of the City of Lethbridge policy
- January 16, 2018: Reviewed
- May 23, 2023: Revised