

POLICY AND PROCEDURES

POLICY NAME: Privacy and Access of Security Video Footage	POLICY NUMBER: 1.4.8	CATEGORY: Administration & Operations
RESPONSIBLE EXECUTIVE: Human Resources	APPROVAL AUTHORITY: Senior Leadership Team	EFFECTIVE DATE: SEPTEMBER 12, 2024
NEXT FULL REVIEW DATE: September 11, 2027	REVISED:	REPLACES:

Purpose

The purpose of this policy is to establish consistent guidelines for who can access Coquitlam College's (the College) confidential security footage, and how such footage will be securely stored.

Scope

This policy applies to all students, employees, and representatives of the College, including permanent, temporary, casual, contract and student workers. This policy will be applicable for all security cameras and footage on any college campus or properties.

Policy Statements

1. The College uses cameras to monitor activities on-site for the safety of the College community.
2. All footage collected is done in compliance with all related provincial legislation.
3. Only the Senior Leadership Team of the College shall have full access to confidential security footage. Other staff (i.e., IT for assistance with tech support) may be given limited access at the discretion of the President or Designate.
4. Confidential security footage must only be viewed in a Senior Leader's office, using a secure college computer or device. The President or Designate may, at their discretion, give approval to view the footage elsewhere. The alternate location and the reason for viewing it there must be sent to the President or Designate in writing, and prior approval must be obtained from them before any footage is viewed.
5. The purpose of the security cameras is to promote employee and student safety, not to scrutinize employees' job performance. However, if misconduct is alleged, the College reserves the right to review the relevant footage.
6. Security footage stores video for up to one (1) month before erasing. Footage can be pulled from the video and saved externally if there is a legitimate reason to do. Any copied footage must be kept secure and confidential.
7. If a video segment was used to make a decision regarding a staff member or student (i.e., suspending a student for actions seen in the footage), then the segment must be kept on file for a minimum of two (2) years after the decision.
8. The College will apply the Least Privilege Protocol and Need to Know Principle when assessing and allowing access to the security footage.
9. The President or Designate will make all final determinations on whether someone should be given access to the confidential video information.
10. Employees must not access any footage they do not need to perform their job duties, regardless of how/whether this information is accessible to them.

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11. Employees found to have violated this policy may be subject to disciplinary action up to and including termination.

Procedures

12. The College will keep all confidential security footage in a secure office/storage space.
13. The College will co-operate with any criminal investigations that occur, including supplying video footage if requested by the authorities. Any such release must be justified and documented.

Roles and responsibilities

14. Senior Leadership Team are responsible for:
 - Establishing and maintaining policies and procedures regarding security footage access and usage.
 - Determining (using the least privilege protocol) who may have access to confidential security footage.
1. Employees/Supervisors who are granted access to confidential security footage are responsible for:
 - Keeping any information pertaining to or learned from viewing confidential security footage completely confidential. This may be waived solely at the discretion of the President or Designate.
 - Respecting & complying with all security requirements set out by college guidelines, policies, procedures and practices

Definitions

College campuses and properties: Any building, structure, parking lots, space or land controlled, owned, leased, and/or occupied by the College.

College community: Employees, students, representatives, and any other person involved with or in attendance at the College.

Least Privilege Protocol: Individuals are granted only those privileges they need to perform their work tasks and job functions.

Need to Know Principle: Individuals are provided with only that information they need to perform their work tasks and job functions and at the time they need to know it.

Security video footage: Recorded video of a specific location taken for safety or monitoring purposes.

Related Documents

[1.2.1 Personal Information and Protection of Privacy Policy for Students](#)

[1.3.9 Personal Information and Protection of Privacy for Employees and Volunteers](#)

[Personal Information Protection Act \(PIPA\)](#)

[Office of the Information and Privacy Commissioner- Guidelines for Overt Video Surveillance in the Private Sector](#)