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## CLOSED CIRCUIT TELEVISION

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<b>Approval Authority</b>	President
<b>Responsible Executive</b>	Vice-President Administration
<b>Related Policies / Legislation</b>	Freedom of Information and Protection of Privacy Act of BC Privacy Impact Assessment (Public Sector)

### PURPOSE

This policy is to provide direction for the appropriate use of closed circuit television (CCTV) on University of the Fraser Valley (UFV) campuses for the purpose of safety and security.

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### SCOPE

This policy applies to all use of closed circuit television at UFV campuses or events. This policy excludes any recording associated with academic purposes, weather cameras, use of equipment to record special events, interviews, public performances, and any other use for broadcast for education purposes, automated teller machines, and the security call towers.

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### DEFINITIONS

**Closed circuit television (CCTV):** A TV system in which signals are not publicly distributed but are monitored, primarily for security purposes.

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### POLICY

The use of CCTV, storage of data, and release of information at UFV will be in compliance with the Freedom of Information and Protection of Privacy Act of BC, referred to in this policy as “the Act”.

The use of CCTV at all university campuses, both leased and owned, shall be undertaken as needed to enhance the protection of individuals, property, and buildings to provide a visual deterrent to crime, to confirm alarms, to allow a virtual patrol of public areas, and to assist in the investigation of criminal activity.

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### REGULATIONS

#### GENERAL

Responsibility for implementation and supervision of CCTV resides with Security and Emergency Management, which will also establish best practices and will include the following:

- The CCTV system will be placed in public areas, where there would be no reasonable expectation of privacy.
  - Signage will be clearly visible to the public.
  - No one should assume the presence of a CCTV system on campus will guarantee safety for
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persons or property at all times. Instead, CCTV is a tool in the university's continuing efforts to increase campus safety and security.

- Individuals shall not tamper with any CCTV equipment.

## **CAMERA INSTALLATION**

- Requests for CCTV installation and monitoring must be made to the Security and Emergency Management office, and will be approved in consultation with the head of any affected unit.

## **MONITORING OF CCTV SYSTEMS**

- Monitoring of the CCTV systems will be authorized by the Manager of Security, in consultation with the Director of Security and Emergency Management.
- Employees or contractors charged with monitoring the CCTV (or reviewing stored video data information) will be subject to discipline if they breach the policy or relevant procedures and guidelines of the university. Contractor failure to comply with the policy is considered a breach of contract and may lead to penalties up to and including contract termination.

## **ACCESS TO CCTV INFORMATION AND STORED DATA**

- Recordings will be stored in a secure location and will not be shown to anyone other than security personnel (both UFV and Contracted) unless deemed necessary for legal or safety purposes, and approved by the Director of Security and Emergency Management or designate. CCTV data will be released to news or media sources only with the approval of the President.
- In a criminal investigation, information will be disclosed as permitted under the Act.
- All other requests will facilitate as per the Act.

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## **APPENDICES**

APPENDIX A – CCTV PROGRAM INSTALLATION APPROVAL FORM

APPENDIX B – COVERT CAMERA APPROVAL FORM

APPENDIX C - REQUEST FOR PERSONAL INFORMATION FORM

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