

# Lac La Biche County *Policy*

**TITLE:** VIDEO SURVEILLANCE

**POLICY NO:** ADM-14-009

**RESOLUTION:** 20.109

**EFFECTIVE DATE:** February 4, 2020

**DEPARTMENT RESPONSIBLE:** INFORMATION  
TECHNOLOGY

**NEXT REVIEW DATE:** February 4, 2022

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## **POLICY STATEMENT:**

Lac La Biche County may use video surveillance with the objective of developing and maintaining a safe and viable community.

Lac La Biche County believes that video surveillance, when utilized with other security measures, is an effective means of ensuring the security and safety of County facilities, the individuals who use them and the assets housed within them. However, the need to ensure security and safety must be balanced with an individual's right to privacy.

### **Scope**

This policy does not apply to covert or overt surveillance cameras being used as a case-specific investigation tool for law enforcement purposes.

## **PRINCIPLES:**

In order to enhance the safety and protection of County facilities and public areas, Lac La Biche County may install video surveillance systems as needed.

“Original Signed”

February 10, 2020

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

“Original Signed”

February 10, 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**SPECIAL NOTES/CROSS REFERENCE:** ADM-14-009-Video Surveillance Procedure

**AMENDMENT DATE:**

# Procedure

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## GENERAL GUIDELINES:

The purpose of this procedure is to establish guidelines that are intended to achieve the balance between an individual's right to protection of privacy, against the County's duty to promote a safe environment for all citizens and to protect municipal property. Specifically, this procedure addresses requirements and responsibilities with respect to:

- The installation of video surveillance systems
- The operation of video surveillance systems
- The use of the information obtained through video surveillance systems, and
- Custody, control and access to records created through the video surveillance systems

### Scope

This procedure applies to all County facilities and to all employees, elected officials, contractors, patrons, visitors, tenants of County facilities and the public.

## DEFINITIONS:

"Facility" means any building or land that is either owned or occupied by the County, including but not limited to buildings, parks and roads.

"Manager" means the Information Technology Manager.

"Video surveillance system" or "System" refers to any system or device that enables continuous or periodic recording, observing or monitoring of facilities and/or individuals.

## PROCEDURE:

### Installation of Video Surveillance Systems

The use of video surveillance systems to enhance security, and specific camera positions, will be determined on the basis of reasonable and justifiable grounds for the provision of safety and security.

### Camera Location

Each proposed camera position will be assessed on a case-by-case basis to determine the effects the System may have on personal privacy. The County will take all reasonable steps to mitigate any adverse effects. No camera will be placed so that it views into an area where individuals have a greater expectation of privacy, such as washrooms, change rooms or private buildings.

### **Signage**

A sign will be installed in a clearly visible location at all facilities that are subject to surveillance. The sign will advise all persons entering the Facility that the Facility is under video surveillance.

### **Approval**

All locations for Systems, cameras and signs, require the approval of the Information Technology Manager, the Parks & Facilities Manager and the Enforcement Services Manager.

### **Operation of Video Surveillance Systems**

The Manager is authorized to designate persons to operate video surveillance systems. The Manager will maintain a list of all persons designated and only those who have been designated may be permitted to operate the Systems.

The Manager is responsible for establishing an appropriate training program for the operation of the system, including operator responsibilities with respect to protection of privacy and confidentiality and for ensuring that all System operators are trained appropriately.

The Manager may install live viewing stations if it will increase the safety and security of a facility. Allowing any County staff members to view the live video feed to specific cameras and act accordingly in response to any events. The live viewing monitors should not be installed in a public space and be generally only available for staff members to view.

### **Use of Information Collected**

The information collected through a System is used only:

- To assess the effectiveness of safety and security measures taken at a particular location
- To investigate an incident involving the safety or security of people, facilities or assets
- To provide law enforcement agencies with evidence related to an incident under police investigation
- To provide evidence as required to protect the County's legal rights
- To respond to a request for information under Alberta's Freedom of Information and Protection of Privacy Act (FOIP Act)
- To investigate an incident or allegation of employee misconduct, or
- To investigate an incident involving an insurance claim

### **Records Management**

The information collected through video surveillance is retained in accordance with System requirements and capacity (e.g. data may be routinely re-written). The aim is to keep 30 days of footage available for retrieval, when possible. A record will be created from the information collected only for the purposes listed above. No other records will be created or retained.

The Manager or designate is responsible for determining when a record will be created.

The Information Technology department maintains custody of all records created by the systems. Records will be retained for the period specified in the records retention policy, procedure or bylaw. If the records retention policy, procedure or bylaw does not specify a period, a record will be kept for 1 year as per the FOIP "Guide to Using Surveillance Cameras In Public Areas".

The Manager is responsible for ensuring the security of any records, from creation through to final disposition.

**Access Restrictions**

In accordance with the FOIP Act, access to the records created by video surveillance systems is restricted. Access is limited to:

- Individuals responsible for the operation or administration of the System
- Individuals who have a legitimate need to access the information for one of the purposes listed in the “Use of Information Collected” section of this policy, and
- Individuals whose request for access under the FOIP Act, has been granted.

When used in this policy, “access” means any of the following:

- Designated staff may provide a summary of the information collected
- The data may be viewed, in the presence of designated staff, or
- If required by police or in relation to litigation, a copy of the record may be provided

**Access Procedure**

Only those having a legitimate need to view the record will be given access.

An access request form must be completed and submitted to the IT Help Desk. For all requests related to investigations of employee misconduct, the request form must be authorized by the Human Resources Manager. In all other cases, the Manager will determine whether access can be provided.

When access to a record is given, the following information will be logged for audit purposes:

- The date and time at which the access was allowed or the date on which disclosure was made
- The identification of the party who was allowed access or to whom disclosure was made
- The extent of the information to which access was allowed or which was disclosed, and
- Provisions for the return of the record or its destruction

**Unauthorized Disclosure**

Any Lac La Biche County employee, elected official or contractor having knowledge of an unauthorized disclosure of a record must immediately inform the Manager of the breach. The Manager will inform the FOIP Coordinator and together they will take all reasonable actions to recover the record and limit the record’s exposure.

Any unauthorized disclosure of information is cause for disciplinary action (or in the case of contractors, legal action) up to and including termination of employment (or contract) as per policy.

“Original Signed”

February 10, 2020

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

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