



POLICY

POLICY NO:	807	APPROVAL DATE:	
TITLE:	Video Surveillance	REVISION DATE:	
SECTION:	Protective Services	PAGE 1 OF 5	
DEPARTMENT:	Legislative Services		

EXCEPTION TO THIS POLICY

This Policy does not apply to Covert or Overt surveillance cameras being used as a case-specific investigation tool for law enforcement purposes or in contemplation of litigation.

The Video Surveillance System is not used as a method of tracking the work habits or productivity of individual employees.

POLICY STATEMENT

The City of Grande Prairie (“City”) recognizes the need to balance an individual’s right to their protection of privacy against the City’s obligation to promote a safe environment for all residents, to ensure the safety of City employees and to protect City assets.

The objective of Video Surveillance System in City facilities and public areas is to apprehend individuals who are committing crimes against persons and/or property, as well as to discourage individuals who may consider committing crimes. The Video Surveillance System may also be used to assist in the investigation of occupational health and safety violations.

REASON FOR POLICY

To develop a video surveillance policy that complies with the *Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25* (“**FOIP Act**”), as amended from time to time and the *Access to Information and Protection of Privacy* (“**AIPP**”) Policy 500.

To establish consistent practises of this Policy across the City.

To ensure that there is an understanding and acknowledgment that Personal Information collected cannot be released without the prior explicit approval of the FOIP Coordinator.

DEFINITIONS

“**Building Manager**” means designated positions across the organization for each City facility, that have access to the Video Surveillance Systems to view video footage in accordance with this Policy. The Building Manager must not disclose the information to anyone without prior review of the video and approval from the FOIP Coordinator.

“**City**” means the municipal corporation of the City of Grande Prairie.

“**City Clerk**” means the person appointed by Council to the designate officer position of City Clerk or their designate.

“**City Manager**” means the person appointed by the Council to the position of Chief Administrative Officer or their designate.

“**Council**” means the duly elected Council of the City.

“**Covert Surveillance**” means the secretive continuous or periodic observation of person(s), vehicle(s), place(s), or object(s) to obtain information concerning the activities(s) of individuals.

“**Employee**” means any individual employed by the City including contractors and sub-contractors.

“**FOIP Act**” means the *Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25*, as amended from time to time.

“**Monitor**” means the continuous observation of a place, person, group, or ongoing activity to gather information. The monitoring of the Video Surveillance System must be in accordance with the FOIP Act.

“**Overt Surveillance**” means the non-secretive continuous or periodic observation of a person, vehicles, places, or objects to obtain information concerning the activities of individuals.

“**Personal Information**” means recorded information about an identifiable individual, including, but not limited to:

- (a) the individual’s name, home or business address or home or business telephone number;
- (b) the individual’s race, national or ethnic origin, colour or religious or political beliefs or association;
- (c) the individual’s age, sex, marital status or family status;
- (d) an identifying number, symbol or other particular assigned to the individual;
- (e) the individual’s fingerprints, other biometric information, blood type, genetic information or inheritable characteristics;
- (f) information about the individual’s health and health care history, including information about a physical or mental disability;
- (g) information about the individual’s educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- (h) anyone else’s opinions about the individual; and
- (i) the individual’s personal views or opinions, except if they are about someone else.

“Reception Equipment” means the equipment or device used to receive or record the Personal Information collected through a Video Surveillance System, including a video monitor.

“Record” as defined in section 1(1)(q) of the FOIP Act means a record of information in any form and includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

“Storage Device” means a videotape, computer disk, drive, flash drive, CD ROM, or computer chip used to store the recorded visual images captured by a Video Surveillance System.

“Third-Party Service Provider” means a provider of services who is any unaffiliated person, company, or entity that performs services for and on behalf of the City. Third-Party Service Providers are paid for their services, but do not have a stake, share, or equity in the City. An example of this would be a security company who may need to monitor or review the City’s Video Surveillance System.

“Video Surveillance System” means 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, public buildings and public transportation.

GENERAL PRINCIPLES

1. This Policy allows for the installation and use of a Video Surveillance System in City facilities and in public places within the parameters and subject to the conditions established by this Policy.
2. The collection of Personal Information using a Video Surveillance System is for public and employee safety in accordance with Section 33 of the FOIP Act.
3. All personal information will be deemed property of the City of Grande Prairie and will be maintained on a storage device in accordance with the FOIP Act and the [Records Management Bylaw C-1348](#).
4. Service Alberta’s, [Guide to Using Surveillance Cameras in Public Areas, Revised 2004](#) and as further amended will be followed.

RESPONSIBILITIES

Council:

1. Will review and approve any revisions to this Policy.

City Manager:

1. Will review and approve any procedures related to this Policy.
2. Ensures the requirements of the Policy are adhered to.
3. Delegate authority to the Building Managers across the City to manage the Video Surveillance System within their assigned City facilities, in accordance with the FOIP Act.

City Clerk:

1. Ensure that any new legislation and guidelines pertaining to the use of the Video Surveillance System is incorporated into this Policy, as required.
2. Review this Policy every two years or upon changes in legislation that affect this Policy.

FOIP Coordinator:

1. Sole authority for approving the release of information collected through this Policy.
2. Ensure compliance with the City's privacy obligations under the FOIP Act and the AIPP Policy 500.
3. Ensure that quarterly audits are conducted to establish proper use of Video Surveillance Systems in accordance with the FOIP Act and this Policy.
4. Manage the list of delegated Building Managers.
5. Ensure Building Managers and employees complete the mandatory Video Surveillance System training related to this Policy, before filling their role.

Mandatory Training:

1. The following employees are responsible for completing Mandatory Video Surveillance Training within thirty (30) days of hire:
 - a. FOIP Coordinator;
 - b. Building Manager; and
 - c. Employees.

Building Managers:

1. Ensure compliance with the City's privacy obligations under the FOIP Act in relation to this Policy.
2. Attend mandatory training related to this Policy before filling the duties of the Building Manager.

3. Ensure that any Third-Party Service Providers or employees authorized solely to Monitor the Reception Equipment are trained and comply with the requirements of the FOIP Act and this Policy.

Employees with access to Video Surveillance System:

1. Review and comply with this Policy in performing their duties and functions related to the operation of a Video Surveillance System.
2. Attend mandatory training related to this Policy before filling the duties.

GITS Department:

1. Maintain the Video Surveillance System to ensure that the value and operating efficiency of the Video Surveillance System shall be maintained and preserved.
2. Manage the software upgrades necessary in partnership with the FOIP Coordinator and Building Manager to ensure compliance with the FOIP Act.

Third-Party Service Provider:

1. Monitor the Reception Equipment as part of the service provided to the City. The Third-Party Service Provider must be trained and aware of the privacy and confidentiality requirements, of the FOIP Act and this Policy, acknowledging and understanding that Personal Information collected cannot be released by the Third-Party Service Provider.
2. Attend mandatory training related to this Policy prior to filling the duties of the Third-Party Service Provider.
3. Swear an *Oath of Confidentiality* and sign written agreements regarding their duties under this Policy.