



POLICY 1.42 – Video Monitoring

- 6.00 Subject to this Policy, video monitoring shall not be installed to monitor employee performance.
- 7.00 Video monitoring under this Policy shall be conducted in accordance with the following principles:
- 7.01 Video monitoring must be conducted in accordance with the laws of Ontario and Canada;
 - 7.02 Video monitoring and recording must be conducted in a professional, ethical and legal manner;
 - 7.03 Staff who monitor cameras must be appropriately trained and supervised in the responsible use of the cameras and recording equipment;
 - 7.04 Staff who monitor cameras must receive a copy of this Policy and the procedures developed under this Policy and provide written acknowledgment that they have read and understood their contents;
 - 7.05 The recording medium must be handled in a manner that provides continuity and security of the recorded information;
 - 7.06 All recorded information shall be retained for a period set out in the procedures approved by the Video Monitoring Committee;
 - 7.07 Camera locations and operation shall be limited to visual access of areas where there is no reasonable expectation of privacy;
 - 7.08 Appropriate signs and notice of video monitoring and recording must be given.

RESPONSIBILITIES

- 8.00 Western Special Constable Service (WSCS) shall be responsible for the application and administration of this policy.
- 9.00 There shall be a Video Monitoring Committee which shall consist of:
- The Director, WSCS
 - Director, Information and Privacy Office or Designate
 - Two members appointed by the Unity Group
 - One member appointed by the Director, Information Technology Services
- 10.00 WSCS shall develop procedures that will govern the approval, installation, operation and management of video monitoring equipment, and for the proper training of University staff using such equipment.
- 11.00 The procedures shall be consistent with the provisions of this Policy, and shall be approved by the Video Monitoring Committee.
- 12.00 The procedures shall be reviewed on an annual basis by the Video Monitoring Committee in order to accommodate developments in the interpretation of the provisions of the data protection legislation, developments in the technology involved in the recording of images, and developments in the use of such technologies, and to ensure that the procedures comply with all appl /P <</MC(de)- (t)-3 (l)3.2 (ogof)-1 (a)-12.3 (t)-1. (ed)-1(c)-8.-123 (t)-1. (a)-129 (n)-12.i (v)4 (ed)-1.

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- 13.00 The Video Monitoring Committee, or an individual designated by the Video Monitoring Committee, shall have the authority to resolve any matters that may arise in the interpretation

