

Policy Title	Effective Date	Updated to	Policy Number
Video Surveillance	December 11, 2023		1.1.3

Policy Statement:

Video surveillance systems are implemented to enhance security, promote safety, protect assets, and deter unlawful activities on Town premises. This policy outlines the guidelines and procedures for the use of video surveillance within the Town of Nipawin, balancing the need for security with individual privacy rights, ensuring that video surveillance is used in a responsible and lawful manner. This policy has been prepared in compliance with the Video Surveillance Guidelines for Public Bodies as published by the Office of Saskatchewan Information and Privacy Commissioner and *The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP)*.

Authority:

Collection of personal information through video surveillance is authorized under *LA FOIP*.

Scope :

This policy applies to all Town of Nipawin employees, members of Council, contractors, service providers, and any other individuals accessing Town of Nipawin premises or participating in Town-related activities.

POLICY:

1. Purpose:

Video surveillance is used to detect and prevent unauthorized activities on or involving Town property, and to enhance the safety and security of employees, the public, and corporate assets.

Video surveillance may provide evidentiary support in case of incidents, assisting in investigating unlawful activity.

2. Providing Notice

Clear and conspicuous signage will be posted at all public access points to and within areas under video surveillance as required by applicable laws and regulations.

3. Camera Placement

Video surveillance systems shall be used to monitor areas such as entrances, parking lots, public spaces, or other areas identified for security purposes. Video surveillance shall not be used in locations where individuals have a higher expectation of privacy, such as washrooms or change rooms.

Only the General Manager of Community Services, in coordination with the CAO or

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delegated employees, may install, change, or authorize a service provider or employee to install or change a camera’s permanent setting.

4. Access to Video Recordings

Only authorized personnel who have a legitimate need for access are authorized to access video records. If a Town employee is involved in an incident for which a video recording is being accessed, that video recording must be reviewed by a General Manager and/or the CAO.

5. Requests for Disclosure

The Town of Nipawin does not disclose video recording to any individual or organization except as permitted through LA FOIP.

a. Public requests for disclosure:

Requests for disclosure of video surveillance records shall be handled in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act*.

b. Internal requests for disclosure:

Town employees or consultants may request a copy of a video recording if necessary for the performance of Town-related duties. This information shall only be provided to the extent that it does not interfere with another individual’s right to privacy.

c. Law enforcement requests for disclosure:

The Town may disclose video recordings to a law enforcement agency where there are reasonable grounds to believe that an unlawful activity has occurred and been captured by the video surveillance system subject to the terms and conditions of LA FOIP.

All requests for disclosure shall be made to the General Manager of Community Services through email at gm.communityservices@nipawin.com. A response to a request for disclosure shall be made within thirty (30) days of receiving the request.

6. Improper Disclosure:

If video records containing personal information is improperly disclosed or is suspected to have been disclosed to an unauthorized person, the employee or service provider who is aware of the disclosure must immediately inform the appropriate department manager and/or the CAO.

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7. Retention and Destruction

Video that has not been requested by the public, Town employees or law enforcement agencies within the maximum retention period of thirty (30) days is considered transitory and is automatically erased by being overwritten. Certain Town facilities use digital video recording equipment to store information until the storage capacity of the hard drive/video tape has been reached, at which time the image is overwritten.

If video is proactively retained in anticipation of a request, video may be stored for up sixty (60) calendar days. If no request is received within thirty (30) days, then the record is deleted.

Digital recording equipment may only be destroyed when replaced by a new piece of equipment or when it is not repairable. It may only be destroyed by an authorized service person, and it is destroyed in a manner that ensures that it can no longer be used by any person and that the information recorded cannot be reconstructed or retrieved by any person .

8. Policy Administration

Chief Administration Officer (CAO):

- Provide oversight and compliance with this policy by all Town employees.

General Manager of Community Services:

- Ensure public notice of video surveillance is placed at all Town sites equipped with a video surveillance system.
- Educate employees and visitors on the collection, use, and disclosure of personal information through the video surveillance system.
- Respond to requests for information from the public and employees regarding collection, use, and disclosure of personal information captured by a video surveillance system.
- Respond to appeals and privacy complaints received through the Office of the Saskatchewan Information and Privacy Commissioner.
- Work with General Managers and employees in the event of improper disclosure of personal information.
- Notify the Saskatchewan Information Privacy Commissioner in the event of a privacy breach, where appropriate.
- Conduct internal audits of the system, as required, to ensure compliance with

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this policy and LA FOIP.

General Managers:

- Ensure appropriate use of video surveillance systems at Town facilities in compliance with this policy.
- Delegate and assign responsibility regarding who will act on their behalf in following procedures relating to this policy in their absence.
- Provide job-specific training.
- Refer any requests for copies of surveillance video to the General Manager of Community Services.
- Investigate and report any privacy breaches to the GM of Community Services and/or the CAO.
- Ensure employees are monitoring compliance with the retention periods applicable to the video surveillance systems.

Employees:

- Report to supervisor or General Manager any suspected privacy breach.
- Report to supervisor any issues with the video surveillance system.
- Review and comply with this policy and LA FOIP in performing duties and functions related to operation of the video surveillance system.

9. Compliance

Employees may be subject to discipline, including but not limited to termination, civil liability, and/or criminal charges for breach of this policy or the provisions of LA FOIP or other relevant statutes.

10. Monitoring and Evaluation

The Civic Office monitors compliance, engagement, and awareness of this policy with:

- access to information reporting documents under the routine disclosure and freedom of information processes;
- results of audits;
- training and education session evaluations; and
- employee surveys.

This policy is reviewed a minimum of once per calendar year to ensure its effectiveness and compliance with legislation and current business processes or as required based on legislative changes. For further information regarding this policy please contact the

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Employees will receive a copy of this policy within 30 days of:

- This policy's implementation.
- Any changes made to this policy.
- The employee's hire date.
- Temporary help agency employees assigned to work for Town of Nipawin within 24 hours of the start of that employee's assignment, or within 30 days of this policy's first implementation, whichever is later.



Mayor



Chief Administrative Officer

