
Closed Circuit Camera

Procedure No:	7100-PR6
Version:	2
Policy Reference:	7100 – Safety and Security
Category:	Safety, Security and Emergency Management
Approval Body:	Board of Governors
Executive Sponsor:	Vice President, People, Culture, and Inclusion
Department Responsible:	Safety, Security and Emergency Management
Directory of Records Class:	0650-10
Approval Date:	2023 Dec 05

Objectives

This procedure applies directly to Policy 7100, Safety and Security.

BCIT recognizes the need to strike a balance between an individual’s right to privacy and the Institute’s duty to promote and maintain a safe and secure environment for the BCIT community.

The purpose of this procedure is to establish and communicate how closed-circuit television surveillance systems are used to maintain a safe and secure environment that promotes learning, including:

- Enhancing public safety in areas where the safety and security of the BCIT community may be at risk.
- Preventing and deterring crime, and supporting investigations of criminal activity.
- Deterring academic dishonesty in specialized invigilation areas.
- Protecting BCIT employees, students, and visitors from harm.
- Protecting BCIT facilities and property against damage, and unauthorized use and access.
- Monitoring facilities usage for approved research purposes.
- Supporting academic instruction for learning and teaching purposes.

Who This Procedure Applies To

This procedure applies to all BCIT employees, contractors, visitors, and students.

Related Documents and Legislation

Legislation

Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165

BCIT Policies and Procedures

Policy 6700, Freedom of Information and Protection of Privacy

Policy 7170, Protection of Equipment and Property

Procedure 7100-PR7, Locking Mechanisms – Card Access and Keys

Procedure

Closed Circuit Television Surveillance Systems

BCIT has implemented a standardized enterprise closed circuit television surveillance system (“CCTV”) across all campuses. The CCTV program includes cameras, Code Blue emergency telephones, camera monitoring, and recordings.

Schools and Departments wanting to install CCTV security assets within their area are to contact Safety, Security and Emergency Management (“SSEM”) for a risk assessment and recommendations for their area.

Notification of use of CCTV on BCIT Campuses

Signage must be posted to notify the public that CCTV is in use, and must be situated so that people have ample warning before entering a monitored area.

Where practicable, CCTV signage should provide an Internet URL or QR code of BCIT webpages with a privacy and collection notice containing the following information:

- The purpose for the use of CCTV.
- The legal authority for the collection of information using CCTV.
- The title, business address, business phone number and email address of an employee, or where appropriate, the CCTV Camera Administrator, who can be reached to answer questions related to the collection and use.

Staff assigned to answer questions about the use of the camera system must be suitably trained.

The maintenance and long-term asset management of CCTV after being installed is overseen by SSEM, under the direction of the Senior Director.

Department of Safety, Security and Emergency Management

SSEM is responsible for the approval, installation, operation, maintenance, and oversight of CCTV systems for the BCIT community, including but not limited to:

- Administering the management of the institute CCTV enterprise platform.
- Overseeing the installation of CCTV systems.
- Ensuring CCTV cameras are recording all monitored activity, and are not recording any unmonitored activity.
- Managing the secure storage and tracking of all recordings.
- Ensuring that appropriate signage is in place at all entrances advising of the use of CCTV cameras and providing contact information for the person responsible for the program.
- Ensuring that the implementation and operation of all CCTV systems comply with this procedure.
- Ensuring all personnel monitoring the CCTV cameras are appropriately trained and supervised in responsible use of cameras and recording equipment.

- Conducting and documenting an annual operational audit of the CCTV program.
- Being responsible for any disclosure of recordings.

Schools and Departments

Schools and Departments wishing to install CCTV systems or to monitor CCTV systems may submit a request to the Senior Director, SSEM. All CCTV device installations must be approved by the Senior Director.

Requests to install a CCTV system for uses other than the purposes listed in this procedure are subject to a Privacy Impact Assessment overseen by the Information, Access and Privacy Office. Approval will be granted only if the CCTV system complies with Policy 6700, Freedom of Information and Protection of Privacy, and the *Freedom of Information and Protection of Privacy Act*.

The Senior Director may revoke approval of a CCTV system if it ceases to be compliant.

If approval is granted and CCTV is installed, the School or Department must monitor the CCTV camera in a suitable monitoring station that is restricted from public access or use. The School or Department must provide staff who monitor the CCTV with appropriate training and supervision for responsible use of the CCTV program.

Amendment History

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 7100-PR6 version 1	2019 Oct 01	Replaced
Revised:	Procedure 7100-PR6 version 2	2023 Dec 05	In Force

Note: Procedure 7100-PR6, Closed Circuit Camera, has no relationship with the retired Procedure 7100-PR6, Smoking Locations; see Procedure 7150-PR4, Smoking Locations.

Scheduled Review Date

2028 Dec 05 (or sooner, if there are changes to the applicable regulatory framework or relevant operational circumstances).