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**Closed Circuit Camera**

Procedure No.:	7100-PR6
Version:	1
Policy Reference:	7100
Category:	Safety, Security and Emergency Management
Approving Body:	Board of Governors
Executive Sponsor:	VP Human Resources and People Development
Department Responsible:	Safety, Security and Emergency Management
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**Objectives**

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 the BCIT procedures to maintain the safe and secure environment in the use of closed circuit television surveillance systems (CCTV) in:

- Enhancing public safety in areas where the safety and security of the BCIT community may be at risk
- Prevent and deter crime, thereby reducing the cost and impact to the BCIT community
- Deterring academic dishonesty in specialized invigilation areas
- Protection of BCIT employees, students and visitors
- Protection of BCIT facilities and property
- 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**

6700, Freedom of Information and Protection of Privacy

7100, Safety and Security

7170, Protection of Equipment and Property

7100-PR7, Locking Mechanisms – Card Access and Keys

**Procedure****Closed Circuit Television Surveillance Systems**

BCIT has implemented a standardized Enterprise closed circuit television surveillance

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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 within their area are to contact Safety, Security and Emergency Management 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 of the use of CCTV device installations so that individuals have ample warning before entering a monitored area.

Where practicable, CCTV signage should provide an Internet URL or QR code of BCIT webpage to privacy/collection notice containing the following information:

- The purpose(s) 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 in this role should be appropriately trained to answer questions about the use of the camera system.

Upon installation of CCTV the maintenance and long term asset management is overseen by Safety, Security and Emergency Management.

### Safety, Security and Emergency Management Department

Safety, Security and Emergency Management is responsible for the approval, installation, operation, maintenance and oversight of CCTV systems for the BCIT community.

Safety, Security and Emergency Management will:

- Administer the management of the institute CCTV enterprise platform
- Oversee the installation of CCTV systems
- Ensure all CCTV cameras are recording all monitored activity
- Manage the secure storage and tracking of all images
- Ensure 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
- Ensure that the implementation and operation of all CCTV systems comply with this procedure
- Ensure all personnel monitoring the CCTV cameras are appropriately trained and supervised in the responsible use of cameras and recording equipment
- Conduct a documented annual operational audit of the CCTV program
- Responsible for the disclosure of all images

### Schools and Departments

School and Departments wishing to install CCTV systems or to monitor CCTV systems shall make a request to the Director Safety, Security and Emergency Management (Director). All CCTV device installations must be approved by the Director.

Requests to install a CCTV system for uses other than the purposes listed in this procedure are

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subject to a Privacy Impact Assessment. Approval will be granted only if the CCTV system complies with Policy 7100 and the *Freedom of Information and Protection of Privacy Act* and may be withdrawn if the system ceases to be compliant.

Once approval and installation is issued to a School or Department they will ensure they monitor the CCTV camera in a suitable monitoring station, restricted from public access or use. The School or Department will ensure they provide appropriate training and supervision for the responsible use of the CCTV program.

## Forms Associated With This Procedure

None.

## Amendment History

		<u>Approval Date</u>	<u>Status</u>
1.	Creation:	Procedure 7100-PR6 version 1	2019 Oct 01 In Force

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NB: 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

2022 Oct 01