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	VIDEO SURVEILLANCE SYSTEM POLICY	DATE: September 2005

RATIONALE

The Parks & Rec Department has installed a Video Surveillance System as of September 2005. 6 cameras have been installed in the following locations:

- 1) 2 cameras in the Weight Room
- 2) 2 cameras in the hockey hallway
- 3) 1 camera in the stairs leading from the Player's Entrance
- 4) 1 camera at the Main Entrance

The purpose for the camera system is two fold:

- 1) Safety - The weight room is unsupervised and as such poses a risk for those individuals who utilize it alone or with untrained individuals. The combination of video and audio will allow our front desk staff to be alerted if an emergency occurs.
- 2) Behaviour - We have problems with vandalism in the hockey hallways which will now be monitored. Behaviour of individuals in the weight room, as well as assurance that those in attendance have paid, will also be monitored.

USE OF EQUIPMENT

The location of the reception equipment will be at the front desk. The front desk staff will be REQUIRED to view monitors on a frequent basis. The desk staff will not be permitted to review the tapes, erase or reprogram unless authorized by the Recreation Coordinator.

Any information obtained by way of Video Surveillance Systems may only be used for the purposes of the above stated rationale to protect public safety and to detect and deter criminal activity. Information will not be retained or used for any other purposes.

All tapes that are not in use shall be locked in the safe in the main office. Each tape which has been used will be dated and labelled with a sequential number.

Access to the tapes shall be authorized by the Recreation Coordinator or the CAO. Logs will be kept of all instances of access to, and use of, recorded material to enable a proper audit trail.

Information can only be viewed because an incident has been reported or to investigate a potential crime.

RETENTION PERIOD

Information that has not been viewed for law enforcement of public safety purposes shall be routinely erased by the desk staff every 72 hours.

DEPARTMENT OF PARKS AND RECREATION
JOE MAVRINAC COMMUNITY COMPLEX

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If recorded information has been viewed by law enforcement or public safety purposes section 5(1) of Ontario Regulation 460 under the provincial Act requires the recorded information to be retained for one year.

USE OF CAMERAS

The cameras will be utilized whenever there are individuals employed at the front desk.

OBLIGATIONS

- 1) The Recreation Coordinator will be responsible for the Complex's privacy obligations under the *Freedom of Information and Protection of Privacy Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.
- 2) The staff at the Community Complex will maintain control of and responsibility for the Video Surveillance System at all times.
- 3) Employees must review and comply with the policy and the Acts in performing their duties and functions related to the operation of the Video Surveillance System. Employees will be subject to discipline if they break the policy or the provisions of the Acts. Employees will sign written agreements regarding their duties, including an undertaking of confidentiality.
- 4) Staff obligations shall be reviewed annually at trainings.
- 5) This policy shall be reviewed and updated every two years.

SIGNAGE

Signage regarding the use of a Video Surveillance System in the Community Complex will be posted at all access doors to the facility. Signage shall include informing individuals of the legal authority for the collection of personal information; the purpose for which the information is intended to be used as well as the title, business address and telephone number of the Recreation Coordinator who can answer questions about the collection of information.