



City of Lloydminster

Policy

LLOYDMINSTER

Policy Title:	Video Surveillance		Policy Number:	005-2015	
Date of Council Approval:	November 23, 2015	Motion No.:	299-2015	Year of Review:	2018
Department Sponsored by:	Strategy				

Purpose: In an effort to promote a World Class Community and ensure the safety and well-being of both staff and residents.

Ensure consistency of corporate surveillance measures in City owned facilities.

Develop a surveillance policy to assist in complying with municipal, provincial, and federal legislation governing the collection of personal information.

Objective: To establish open surveillance at City of Lloydminster owned facilities for the safety of employees, equipment, and the general public while complying with the privacy laws governing personal information.

Definitions:

City Facilities	All City of Lloydminster owned indoor and outdoor facilities.
Surveillance	Is the monitoring of the behavior, activities, or other changing information, usually of people for the purpose of influencing, managing, directing, or protecting them.
Local Authority Freedom of Information and Protection of Privacy (LA/FOIP)	The Saskatchewan Act that guides the collection, use, and dispersal of personal information.
Freedom of Information and Protection of Privacy Coordinator	The person delegated in writing to administer the provisions of the Act on behalf of the City of Lloydminster.
Video Surveillance	Any video surveillance technology that enables continuous or periodic recording, viewing, or monitoring of public areas.
Incident	An event or occurrence that may lead to an

	unfavourable consequence.
Personal Information	Information about an identifiable individual, including but not limited to information outlined in Section 23 of the Local Authority Freedom of Information and protection of Privacy Act (SK).
Recording Server	Server where the video images are stored.

Scope: This policy will apply to City owned facilities and those designated to have access to all information obtained during the course of the surveillance.

Policy Instructions:

The City of Lloydminster will install cameras in facilities where there is the potential for incidents of theft, violence and other criminal activity.

Prior to the installation of the video surveillance equipment, the City Department must demonstrate the need through specific reports of incidents of crime, or significant safety concerns, or for crime prevention.

Cameras shall never be oriented to look through the windows of adjacent buildings.

Equipment shall never monitor the inside of areas where the public and employees have a higher expectation of privacy (e.g. change rooms and washrooms)

The City shall ensure that video monitors are accessed only by authorized City staff or authorized service provider staff, and they will not be located in a position that enables public viewing.

The City acknowledges that the use of video surveillance may, in some circumstances, represent an intrusion into personal privacy and does not wish to impair personal privacy any more than is warranted to provide necessary and reasonable protection of its property against vandalism, theft, damage and destruction. Video surveillance recordings can be used by the City for investigation and as evidence in any civil proceedings.

Video surveillance is not to be used to supervise staff performance or to verify staff attendance in the workplace.

Notification/Signage

Video Surveillance Signage should be clearly visible, identifying the use of video surveillance cameras in the area where they have been installed. Signage will state, at minimum, the following:

“This area may be monitored by video surveillance cameras. For further information, please contact the City of Lloydminster Freedom of Information & Protection of Privacy Coordinator, 4420-50th Avenue or (780) 875-6184 Ext. 8329 Monday through Friday between 8 am and 5 pm.”

Use and Retention: Surveillance cameras will be used for the sole purpose of deterring theft, violence, and other criminal activity. At no time shall the cameras be used to monitor employee productivity or performance.

Recorded information should be erased every 21 days where no incident of concern to the City has been reported, or where viewing the recorded information reveals no incident.

When recorded information that contains personal information about an individual, reveals an incident and the City uses this information to make a decision that directly affects the individual, the information will be retained for one (1) year after the decision is made.

In the event of a reported or observed incident, the recording footage may be used to assist in the investigation of the incident and may be turned over to law enforcement personnel, if appropriate.

Personal information contained on the footage shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law, or as outlined in Section 28 (2) of the Local Authority Freedom of Information and Protection of Privacy Act (SK).

Access and Security:

Access to video surveillance information is limited to the following individuals:

- (a) City Manager
Deputy CAO
Directors
General Managers/Manager/Supervisors
FOIP Coordinator
City Clerk
An agent appointed by the City
An executive member appointed by CUPE Local 1015
- (b) RCMP to access data necessary to investigate a law enforcement matter.

Use of video surveillance information is to be for the purposes of investigation of an incident in any public place. Information Technology staff will access the equipment only for the purpose of maintaining, backing up the software, and assisting with the extraction of portions of the data.

Physical and computer related security must be in place at all times to properly secure access to the recording equipment and video data. Detailed logs that record all instance of access to and use of the recording equipment and video material must be maintained at all times by the relevant department.

Records of video surveillance systems that collect personal information must be protected in accordance with the Freedom of Information and Protection of Privacy Act.

The release of any recorded information to an applicant or third party will only be done in accordance with the City's FOIP request procedure. All applications will be processed through the FOIP Coordinator.

Responsibility:

City Council will review and approve all policies.

City Administration will administer the policy through the use of a supporting procedure.

Strategy Department is responsible for creating and amending a supporting procedure.