



Category: Health, Safety and Environment	Responsible Owner: VP Operations	Effective Date: February 2025
Policy Number: 9.9	Approval Body: Board of Governors	Policy Name: Closed-Circuit Television (CCTV)

A. POLICY:

PURPOSE/COMMITMENT:

This policy aims to provide clear guidelines for the ethical and legal implementation of CCTV surveillance at Columbia College. The College is committed to ensuring the safety and security of its community members while respecting their privacy rights. The installation and use of CCTV cameras will be undertaken as needed to enhance the protection of individuals, property, and buildings to provide a visual deterrent to crime, to confirm alarms, to allow a virtual patrol of public areas, and to assist in the investigation of criminal activity. It is crucial to strike a balance between these security needs and the protection of individual privacy.

SCOPE:

This policy applies to all individuals present on institution property, including students, staff, faculty, visitors, and contractors. It covers the installation, operation, monitoring, recording, storage, and access of CCTV footage. This policy does not apply to the use of video recording equipment for academic or research purposes, weather cameras, or the recording of special events, interviews, public performances, or any other broadcast for educational purposes.

WHEN TO USE THE POLICY:

This policy should be consulted whenever there are questions or concerns regarding the use of CCTV surveillance on institution property.

DEFINITIONS:

- **Closed-Circuit Television (CCTV):** A video surveillance system that transmits signals to a limited set of monitors for security and monitoring purposes.
- **Public Area:** An area where individuals have no reasonable expectation of privacy, such as hallways, common areas, entrances, and exterior spaces.
- **Authorized Personnel:** Individuals specifically designated and trained to operate, monitor, and access CCTV footage, including security personnel and other authorized staff members.
- **Secure Location:** A physically secure area with limited access, controlled by authorized personnel, where CCTV recordings are stored.
- **Law Enforcement:** Refers to duly authorized police agencies with the legal authority to request and obtain CCTV footage for investigative purposes.
- **Third Parties:** Individuals or organizations outside of the institution who may request access to CCTV footage, such as legal representatives or insurance companies.

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9.0 Health, Safety & Environment

B. PROCEDURES:

1. Installation

- CCTV cameras will be installed in Public Areas where there is no reasonable expectation of privacy to ensure compliance with relevant privacy legislation.
- Signage will be prominently displayed in areas under CCTV surveillance, clearly indicating that recording is taking place.

2. Operation and Monitoring

- CCTV systems will generally be operational 24 hours a day, 7 days a week, with exceptions as deemed necessary by the VP Operations or designate.
- Live monitoring of CCTV footage will be conducted by Authorized Personnel only.
- Monitoring will focus on ensuring the safety and security of the campus community and will not be used for employee performance evaluation or other unauthorized purposes.
- Regular maintenance and testing of CCTV systems will be conducted to ensure their proper functioning.

3. Recording and Storage

- CCTV footage will be recorded and stored securely for 30 days, unless required for investigative or evidentiary purposes.
- Access to recorded footage will be restricted to Authorized Personnel and will be logged and audited regularly.
- After the retention period, CCTV footage will be securely disposed of in a manner that prevents unauthorized access or recovery, such as through secure data wiping or physical destruction of storage media.

4. Access and Disclosure

- Requests for access to CCTV footage must be made in writing to the VP Operations.
- Disclosure of CCTV footage to Law Enforcement or other Third Parties will be in accordance with applicable laws and regulations.
- Footage may be released to the public with the approval of the VP Operations or their designate in exceptional circumstances, such as when it is deemed to be in the public interest. Footage will be viewed in an area away from the public.
- When requests to view footage related to an incident involving minors, legal guardians will be informed.

5. Covert Surveillance

- The use of covert surveillance will be limited to exceptional circumstances where overt surveillance is not feasible or would compromise an investigation.
- Covert surveillance must be authorized by the Principal or their designate and justified in writing.
- Strict protocols will be followed to ensure that covert surveillance is conducted legally and ethically, with appropriate safeguards in place to protect individual privacy rights.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

- [CCTV Footage Request Form](#)

RELATED ACTS AND REGULATIONS:

- [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)
- [Personal Information Protection Act \(PIPA\)](#)

Related Policies

- [Information Technology & Acceptable Use Policy](#)
- [Workplace Violence and Harassment Policy](#)

- [Emergency Response Procedures](#) (internal)

C. APPROVALS:

IF APPLICABLE:

Co-Chair, Occupational Health, Safety & Environment Committee (OHSEC)	Date:
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APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Governors:	Date:

Proposed Review Date: February 2030	Dates(s) revised:	Replaces Policy/Form Number:
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