



Brock University Students' Union

BROCK UNIVERSITY STUDENTS' UNION (BUSU)

Policies and Procedures VIDEO SURVEILLANCE POLICY (Regulations)

For the purposes of this policy:

- the “administrator” shall refer to the Brock University Students’ Union, Inc.;
- the “advocate” shall refer to any individual not employed by the Brock University Students’ Union, Inc. who will serve as a witness
- the BUSU Video Surveillance Advisory Panel shall be comprised of: the President, the Vice President Finance and Administration, the Business Manager, the Executive Assistant, the Manager of Food & Beverage Operations, the Manager of Liquor and Entertainment Services, and the Manager of Retail Operations

1. Use of cameras

- 1.1. Video surveillance cameras may be used to monitor and/or record activities and persons within BUSU owned or occupied locations.
- 1.2. Video surveillance camera locations must be authorized by the BUSU Video Surveillance Advisory Panel. Any change in camera location must also be authorized by said panel.
- 1.3. Before video surveillance is introduced at a new site, a report must be provided to the Video Surveillance Advisory Panel explaining its necessity and identifying options for less invasive solutions. Additionally, the report must indicate that consultation with the relevant members of the University community has taken place and must indicate the degree of support for a new surveillance site.
- 1.4. Signs must be prominently displayed and clearly indicate to the public that the area is under video surveillance. Said notices must include contact information for BUSU Video Surveillance Advisory Panel or a designated member of BUSU responsible for answering questions about the video surveillance system.
- 1.5. Any exceptions to 1.4, such as but not limited to, a time-limited specific investigation into criminal conduct, must be authorized by the BUSU Board of Directors. This will be approved only if covert surveillance is essential to the investigation and outweighs the privacy interests of those likely to be observed. Covert surveillance will not be authorized on an ongoing basis.
- 1.6. Generally, video surveillance is not to be used in locations where appropriate confidential or private activities or functions are routinely carried out (e.g., washrooms, change rooms). Any exception must be authorized by the BUSU Video Surveillance Advisory Panel on the basis that no other option is feasible, the need is pressing, and

the privacy rights are outweighed. Surveillance of such locations may not be authorized on an ongoing basis.

2. Security

- 2.1. Video surveillance cameras will be installed only by a designated employee or agent of BUSU and will be approved by the Video Surveillance Advisory Panel. Only designated members of BUSU shall have access to the video surveillance equipment. Only these designated employees shall handle the cameras or video.
- 2.2. The President and the Business Manager shall be responsible for designating access to the video surveillance equipment to employees or agents of BUSU.
- 2.3. Video files and equipment shall be stored in a locked and secure area not normally accessible to students or the public.
- 2.4. Recorded video files may never be sold, publicly viewed or distributed in any other fashion except as provided for by this policy (section 3) and appropriate legislation.
- 2.5. In addition to BUSU officials, Brock University Campus Security shall have direct access to view recorded video.

3. Viewing of Tapes

- 3.1. Monitors used to view video should not enable public viewing. Video may only be viewed by:
 - a BUSU Video Surveillance Advisory Panel member or individual authorizing camera installation;
 - BUSU staff with a direct involvement with the recorded contents of the specific video
 - Individuals responsible for the technical operations of the system (for technical purposes only);
 - Senior Campus Security personnel
 - the BUSU Board of Directors as necessary

Individuals may view segments of tape relating to them if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. Such viewing must be done in the presence of an administrator. The individual has the right to request an advocate be present. Viewing may be refused or limited if this would be an unreasonable invasion of a third party's personal privacy, would cause concern for the third party's safety, or on any other ground recognized in the Freedom of Information and Protection Act.

4. Retention of Video files

- 4.1. Where an incident may lead to a legal claim against BUSU, the video file, or a copy of it, shall be sent to the BUSU Board of Directors, and where the case may pertain to the University, an additional copy shall be sent to the Brock University Board of Trustees.
- 4.2. Video files shall be erased within one month, unless it is retained at the request of the BUSU Video Surveillance Advisory Panel, the Board of Directors, or the individual involved for documentation related to a specific incident, or is being transferred to BUSU's insurers.
- 4.3. Video files retained as per 4.2 shall be erased as soon as the incident in question has been resolved, with one exception. If the video has been used to make a decision about an individual, the file must be kept for a minimum of one year (as required by the Freedom of Information and Protection of Privacy Act).

5. Review

- 5.1. The BUSU Video Surveillance Advisory Panel shall conduct an annual review to ensure that this policy and regulations are being followed, and that the policy continues to reflect current legislation.