SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL

SECURITY CAMERAS
POLICY FCA

PURPOSE

The South Slave Divisional Education Council is committed to providing a safe and secure learning and working environment for students, staff, parents and community members.

When used responsibly and in accordance with applicable law, security camera systems may support safety, property protection and incident investigation within schools and on school grounds.

The SSDEC supports the controlled use of security cameras on school property for the following purposes:

- To enhance the safety and security of students, staff and visitors
- To protect school property against theft, vandalism or intrusion
- To assist in identifying unauthorized or dangerous activity

Security camera systems shall not be used for routine performance management, staff evaluation or classroom supervision.

REGULATIONS

Security camera systems shall be used in a manner that protects the privacy rights of individuals. Administrators shall ensure that notice, access, disclosure, retention, security and disposal of recorded information comply with the Access to Information and Protection of Privacy Act.

Responsibilities

- Each school Principal is responsible for the appropriate implementation, use and oversight of security cameras on school property in accordance with this policy and related procedures.
- Installation or expansion of security camera systems requires prior approval consultation with of the Superintendent or designate.
- Each school shall review camera placement and continued need annually to ensure security cameras remain appropriate for safety, security and privacy purposes.

Privacy and Placement

- Security camera recordings that identify an individual constitute personal information under the Access to Information and Protection of Privacy Act.
- The placement of security cameras shall minimize intrusion into personal privacy.
- Security cameras shall not be installed in areas where individuals have a reasonable expectation of privacy, including washrooms, change rooms and similar spaces.
- Security cameras shall not normally be installed in classrooms or instructional spaces unless there is a specific safety or security need and prior approval has been provided by the Superintendent or designate.

- Concerns regarding security camera use may be directed to the Principal or Superintendent for review.

Signage and Notice

- Students, staff and members of the public shall be notified when security cameras are in operation through clearly written signage displayed at school entrances and other appropriate monitored areas.
- Signage shall be updated when camera coverage changes.

Use and Access

- Security camera systems shall be used only for safety, security, property protection and incident investigation purposes.
- Audio recording shall not be enabled unless specifically authorized by the Superintendent or designate in accordance with the Access to Information and Protection of Privacy Act and applicable law.
- Security camera storage and review systems shall be located in secure areas not normally accessible to students or the public.
- Access to security camera systems and recordings shall be limited to authorized personnel designated by the Principal or Superintendent.
- Recorded information shall be protected using reasonable safeguards, including secure access controls and restricted administrative access.

Review and Retention

- Security camera footage shall be reviewed only where necessary for safety, security, property protection or incident investigation purposes.
- Real-time monitoring may be used for safety and security purposes, including monitoring entrances or other high-risk areas.
- Recorded footage may be retained where necessary to identify individuals or support school discipline, safety review, law enforcement or legal proceedings.
- Unless required for an investigation, legal proceeding or other authorized purpose, recordings shall be retained for no longer than thirty (30) calendar days and shall then be securely deleted.
- Disclosure of recordings to law enforcement or third parties shall occur only in accordance with the Access to Information and Protection of Privacy Act and documented Division procedures.
- Recordings shall not be sold, publicly viewed or distributed except as permitted under this policy, the Access to Information and Protection of Privacy Act or other applicable law.

Reference: NWT Access to Information and Protection of Privacy Act (ATIPP)
Education Act and Conduct of Business Regulations
Policy IFC Safe and Caring Schools
Policy IHC Health and Safety

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