
Type:	C - Institutional)	Last Approved:
Executive Responsibility:	Vice President Administration and Finance	Next Review:
Administrative Responsibility:	Executive Director, Facilities Services and Campus Development	Policy: xx.xx Surveillance Systems

DEFINITIONS:

“Video Surveillance System” refers to a mechanical or electronic system or device that enables continuous video or audio recording, observing or monitoring of space. Such systems may be either visible or covert in accordance with the British Columbia *Freedom of Information and Protection of Privacy* laws and guidelines.

Ensuring the safety and security of employees, students and visitors is a priority for VIU. From time to time, it may be necessary to install electronic surveillance systems to provide such safety and security.

PROCEDURE:

Privacy

In general, installation of monitoring and recording equipment, such as video cameras or audio recording devices, is to be restricted to those areas where there is demonstrated evidence of actual or possible illegal activity or threatening behavior toward employees or students.

Generally, such devices will be restricted to public areas.

Under very special circumstances, video surveillance may be installed in classrooms, offices, or other non-public access areas to monitor activities where there is strong suspicion or demonstrated evidence of possible illegal or threatening activities. Covert cameras will not be installed in offices unless the occupant has requested such placement and agrees to the placement and understands that they are not being monitored for work performance. Anyone with right of access to that office either because they have key access or because they have been invited to attend a meeting therein must be informed of the presence of a camera before any meeting or access occurs. Where such cameras are installed in an office, a notification of such installation shall be located prominently at the entrance to the office and also in a prominent location in the office. No cameras will be installed in classrooms or other teaching spaces.

Approval

The requestor must submit a completed ***Surveillance System Assessment Form*** to the VIU Health and Safety Office

The Assessment Form will be reviewed by a panel comprised of designates from:

- Facilities Services and Campus Development
- Information Technology Services
- Health and Safety Services Office
- President's Council

If approved, the panel will make a recommendation for acquisition and implementation to the Executive Director of Facilities Services and Campus.

Acquisition and Implementation

If approved, acquisition is to be coordinated by the VIU Purchasing Department and all systems are to comply with current IT Services Surveillance Equipment Standards.

Installation, review and testing must be coordinated with Health and Safety, Facilities and IT Services

Notification

Signage shall be prominently displayed at the perimeter of surveillance areas to notify employees, students and visitors to VIU premises that surveillance is or may be in operation.

Signage will conform to standards maintained by Facilities Services and Campus Development.

Recordings Retention and Viewing

Receiving equipment such as video or audio recorders shall be in a controlled access area.

Surveillance recordings will be retained for a maximum of thirty (30) days. The retention period may be extended at the request of VIU legal counsel or the RCMP.

Authorized employees will only access monitoring systems or recordings for a security-based reason where an incident has been reported or is suspected to have occurred. Authorized employees charged with the installation, maintenance and compliance of surveillance systems will also be allowed reasonable access to carry out such duties.

Removal

When located temporarily in classrooms, offices and other non-public access areas, surveillance equipment will be removed in a timely manner once the instigating issues have been addressed.

Related Policies and Procedures:

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