



HURON-PERTH CATHOLIC

District School Board

Video Surveillance

Adopted:	August 27, 2007	Policy #:	P 3.1.5.
Revised:	August 24, 2026	Policy Category:	3.1. Plant/Facilities

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board believes in maintaining safe and orderly Christ-centered learning environments. This is accomplished primarily through teaching, modeling, and encouraging mutually-respectful relationships.

POLICY STATEMENT:

It is the policy of the Huron-Perth Catholic District School Board (the Board) that video surveillance systems be used as an additional resource at schools within the Board's jurisdiction to further promote the safety and security of students, staff and community members and prevent destruction of school property.

Video surveillance involves the collection, retention, use and disclosure of personal information. Under the authority of the Chief Executive Officer, and in accordance with this policy and associated administrative procedures, the principal or designated vice-principal will maintain control of and responsibility for the video surveillance system at all times. This Policy regulates the use of video surveillance systems by the Board in accordance with *the Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and its associated regulations and Information and Privacy Commissioner of Ontario (IPC) guidance.

This Policy is not intended to address or apply to:

- Instances where schools videotape a specific event (such as a school fun fair or graduation ceremony); or
- Instances where a classroom is videotaped for educational or research purposes.

PROCEDURES:

1. Installation and Placement of Video Surveillance Equipment

1.1 Video surveillance systems should only be installed where video surveillance has been determined to be necessary for one of the following purposes:

- Enhancing the safety of students, staff and community members;
- Protecting school assets and property; and
- Deterring and detecting criminal activity and vandalism.

- 1.2 Before video surveillance takes effect in any location under the Board's jurisdiction, the following communication and authorization procedures must be executed:
- Superintendent Approval: Final written approval for the system design, location and implementation must be granted by the school's superintendent before activation.
 - Parent/Guardian Notification: The principal shall issue an explanatory communication or newsletter to parents and guardians outlining the purpose of the surveillance.
 - Staff & Student Orientation: The principal or vice-principal shall explain the utilization and parameters of the system to all staff members and to students during class or grade-level assemblies.

2. Signage and Notification

- 2.1 Signs/notices will be posted at main entrances to the areas under surveillance to indicate the presence of video surveillance systems. Such signs will be in accordance with the requirements of MFIPPA.

3. Disclosure, Retention, Security and Disposal of Video Surveillance Records

3.1 Lawful use of Personal Information

Personal information collected via video surveillance shall only be used for the authorized security and safety purposes set out in Section 1.1. Video surveillance systems shall never be utilized for the purpose of routine monitoring of employee performance, staff productivity, or daily student attendance tracking.

3.2 Disclosure of Personal Information

The Board shall only disclose images or video records captured by the video surveillance system in the circumstances as permitted or required by MFIPPA.

The Board may disclose personal information to a law enforcement agency as required, and in accordance with Administrative Procedure 3.1.7 Video Surveillance.

3.3 Protection and Destruction of Records

The Board will employ physical, administrative and technological measures to safeguard recorded data.

Once the retention period has expired for records, data must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved.

4. Training

- 4.1 The school superintendent will ensure that the procedures of this policy and applicable administrative procedure will be addressed through a training session to principals whose schools will implement video surveillance systems. Principals will

ensure that training which addresses staff obligations shall be conducted as necessary, both initially and on an ongoing basis.

6. Responsibility

- 6.1 Upon discovering a privacy incident, where personal information may have been collected, retained, used, disclosed or disposed of in ways that do not comply with personal information protection requirements in statute, regulation and/or the Board's policies and procedures, staff will, as soon as reasonably possible, report the circumstances to the schools superintendent.

DEFINITIONS:

Personal information: Defined by MFIPPA as recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individual's race, colour, nationality or ethnic origin, sex, and age. If a video surveillance system displays these characteristics of an identifiable individual or the activities in which he or she is engaged, its contents will be considered "personal information".

Record: Defined by MFIPPA as any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes but is not limited to a photograph, film, microfilm, videotape, digital recording, machine-readable record, and any record that is capable of being produced from a machine-readable record.

Video Surveillance System: Defined as a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces on Board property. The IPC includes in the term video surveillance system an audio device, thermal imaging technology, or any other component associated with capturing the image of an individual. This includes Reception Equipment.

REFERENCES:

- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, c. M.56
- Information and Privacy Commissioner of Ontario (IPC) Guidelines and Best Practices

RESOURCES, APPENDICES AND FORMS:

- Administrative Procedure AP 3.1.7 Video Surveillance Systems