

	Policy No.	Replaces	Policy
	E.210	NEW	Executive
	Policy Name		
VIDEO SURVEILLANCE POLICY			
Approved by	Responsibility		Category
Executive, Senate	VP, Finance and Administration		Finance
Date Issued	Date Revised	Revision	Related Policies, Reference
Sept. 22, 2010		0	

PURPOSE

To improve personal safety and protect the property on the Capilano University campuses by using video surveillance.

POLICY

As a public body, and to do due diligence, the University recognizes the need to find a balance between the individual's right to be free from invasion of privacy, the institution's duty to promote a safe environment for community members, and to protect University property.

This policy has been developed to comply specifically with the *Freedom of Information and Protection of Privacy Act*, Federal legislation, and to be consistent with other related University policies.

The University collects information by CCTV (Closed Circuit Television), utilizing camera systems in accordance with sections 26 and 27 of the *Freedom of Information and Protection of Privacy Act*.

PROCESS

For existing or new CCTV (Closed Circuit Television) cameras on Capilano University property, the University must fill out a Privacy Review Form for installation of CCTV cameras.

Once the Form is completed, it is reviewed by the VP, Finance and Administration and Capilano University's Privacy Officer. The use of video surveillance is either authorized or not authorized at this point.

In applying the policy and completing the Privacy Review Form the University will provide answers to the following:

1. Is the camera surveillance and recording necessary to meet a specific and legitimate business need or interest of the University, i.e. personal safety, protection of property?
2. Is it likely that camera surveillance and recording will be effective in meeting the legitimate need or interest?
3. Is the employees' loss of privacy proportional to the benefit gained by the University's use of surveillance cameras?