



SAFETY AND SECURITY CAMERA SYSTEMS

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| Policy Name: Safety and Security Camera Systems | Responsible Owner: Vice President, Administrative Services and CFO | Created: 2018 Apr |
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A. PURPOSE

Camera technology is used by Douglas College (the College) to enhance the safety and security of those who work and learn at the College and visit our campuses, and to protect the College's assets



Limitation of Scope

This policy does not apply to videoconferencing or other communications systems; technical support



9. Privacy-Intrusive Camera Systems will be approved only in rare and exceptional cases where permissible under FIPPA and where clear and specific grounds exist to make their use necessary.
10. Except for Covert Cameras, Camera Systems must not be hidden or disguised. Signage must also be displayed at the perimeter of surveillance areas so that individuals have reasonable warning before entering a monitored area.
11. The College must post a public notification on its website providing the purpose(s) for the use of its Camera Systems; the legal authority for the collection of information using these Camera Systems; and the title, business address, business telephone number and email address of a College employee who can answer questions about the collection of information.

E. PROCEDURES

[Standard Operating Procedures](#) (for internal users only)

- *Safety and Security Camera Systems*

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policies](#)

- *Acceptable Use of Computer and Information Technology*
- *Information Security Policy*
- *Occupational Health and Safety*
- *Privacy*
- *Records and Information Management*

G. RELATED ACTS AND REGULATIONS

- [Freedom of Information and Protection of Privacy Act](#) [RSBC 1996], c. 165
- [Public Sector Video Surveillance Guidelines](#)