

POLICY GROUP: NCT 400 – Health, Safety & Security

POLICY TITLE: Video Surveillance & Recording

A. Background and Definitions

Niagara College – Toronto (NCT), is committed to enhancing the college community’s quality of life by integrating the best practices of safety and security with the responsible use of technology.

College Community: Includes all students, employees, contractors, suppliers, clients, volunteers and visitors to the College.

PIPEDA: The Personal Information Protection and Electronic Documents Act, to which the College adheres, provides procedures to be followed in the collection, use, accuracy, disclosure, safekeeping, retention, and disposal of personal information which includes video surveillance.

B. Purpose

This policy provides guidance for the responsible use of video surveillance and recording on college premises to maintain the safety and security of all individuals.

C. Scope

This policy applies to all members of the college community at the Niagara College - Toronto (NCT) campuses.

D. Policy Statements

1. NCT is committed to enhancing the college community’s quality of life by integrating the best practices of safety and security with the responsible use of technology.
2. Video surveillance and recordings of college premises shall be conducted in a professional, ethical, and legal manner, in accordance with PIPEDA, and any other relevant legislation.
3. The principal objectives of video surveillance and recording include:
 - a) Video surveillance and recording coverage 24 hours per day, each day of the year throughout the interior and exterior of the College in public and key areas
 - b) Enhancing safety and security

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- c) Preventing/deterring crime and public disorder
 - d) Reducing the fear of crime
 - e) Identifying criminal activity
 - f) Identifying suspects
 - g) Gathering evidence
 - h) Reducing the cost and impact of crime to the college community
 - i) Endeavouring to use the least intrusive video surveillance and recording which will still fulfill the objectives of this policy; and
 - j) Improving the allocation and deployment of Facilities Department enforcement assets.
4. Collection of video data shall be accompanied by signage placed at accessible locations providing individuals with advance notice that their images may be collected.
5. Equipment shall never monitor the areas where individuals have a high expectation of privacy.
6. Video recording may be used for academic purposes, only where all participants have explicitly indicated their awareness of being recorded. Recordings for academic purposes shall be retained until the deadline for academic appeals has passed.
7. Information shall not be retained or used for any purposes other than those described within this policy.

Access

8. Information obtained through video surveillance will only be disclosed in accordance with this policy and the provisions of PIPEDA.
9. Access to video surveillance systems is restricted to Campus Safety, contract Security personnel, if such access is required to fulfill their contractual obligations.
10. Other college employees may be granted access to real time video surveillance and/or recordings if such access is required to perform their duties. Such access requires approval from the Campus Director.

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11. The College retains the right to provide police services with access to its video surveillance system and/or recordings in circumstances affecting the health or safety of individuals or the college community. In exercising this right of access, police services may collect images of individuals for law enforcement or investigative purposes authorized by the Police Services Act.

12. **Retention and Disposal:** Images captured through the College’s video surveillance system will be retained for 30 calendar days, after which the recordings are deleted. When a video recording is utilized for an investigation, the College will retain the recording until XX time beyond the closure of the investigation.

13. All surveillance equipment and content are the property of the Toronto School of Management, as operator of Niagara College – Toronto, and is not the property of any individual, department, or organization within the College.

E. Related Documents

None

F. Document History

Date	Approval/Review/Key Change(s)
June 14, 2024	New