



<b>POLICIES AND PROCEDURES MANUAL</b>	<b>Category</b> Facilities and Properties	<b>Policy Number</b> FP.007
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## SECURITY CAMERA POLICY

### **1.0 INTRODUCTION**

1.1 The Town of Inuvik recognizes the delicate balance between the need to protect the safety and security of the public, Town employees and Town property and an individual's right to be free from the invasion of privacy. The Town is committed to ensuring and enhancing the safety and security of the public, its employees and property by integrating security best practices with the responsible use of technology.

### **2.0 PURPOSE**

2.1 The purpose of this policy is to set guidelines for the establishment and use of security camera systems on Town property. This policy addresses:

- a) the establishment of security camera systems;
- b) the operation of security camera systems;
- c) the protection and use of information obtained through security camera systems; and,
- d) custody, control and access to records created through security camera systems.

### **3.0 DEFINITIONS**

3.1 In this policy:

- a) **"Authorized Employee"** means an individual authorized and approved by the security camera plan to have access to a particular security camera system.
- b) **"Camera"** means video technology of any kind that enables the continuous or periodic observation, monitoring or recording of individuals and includes any related audio information.
- c) **"Employee"** means an employee of the Town of Inuvik and any person who volunteers for the Town on an ongoing basis. This includes full-time, part-time and casual employees.
- d) **"SAO"** means the Senior Administrative Officer of the Town of Inuvik or designate.
- e) **"Security Camera Plan"** means a written plan governing the use of a particular security camera system which sets out why it is necessary and how its use will conform to this policy. Security

camera plans for Town of Inuvik buildings and properties that have security cameras installed are attached to this policy as Appendices A through D.

- f) **“Security Camera System”** means a camera, or set of cameras, that are used to monitor a particular area.
- g) **“Security Information”** means any information including, without limitation, video, audio and still images produced or captured by a security camera system.
- h) **“Specific Issue”** means the issue giving rise to the need for a security camera system as set out in the relevant security camera plan.
- i) **“Town”** means the Town of Inuvik.

#### 4.0 **POLICY**

##### 4.1 **Purpose of Security Camera Systems**

Security camera systems will only be installed and used for the following purposes:

- a) safety of the public;
- b) safety of employees;
- c) protection of Town property; and,
- d) preventing unauthorized use of Town facilities.

##### 4.2 **SAO Approval**

Prior to establishment and use, all security camera systems must be approved by the SAO by way of a security camera plan.

##### 4.3 **Requirements**

A security system must:

- a) only be established and used when:
  - i. it is demonstrably necessary to address a specific issue;
  - ii. it is likely to be effective in addressing a specific issue;
  - iii. the loss of privacy is proportional to the need to address the specific issue; and,
  - iv. there are no feasible less privacy invasive ways of addressing the specific issue.

- b) be accessible to as few employees as necessary to address the specific issue;
- c) only be accessible by authorized employees, the SAO or designate, the Town's legal counsel, the individual or company responsible for the Town's IT needs, and other individuals whose access is deemed necessary by the SAO;
- d) only be used to monitor the areas set out in the relevant security camera plan;
- e) where possible, restrict the periods when observing, monitoring or recording will occur to times when there is a demonstrably higher likelihood of the specific incident occurring; and,
- f) Not be used in areas where the public and employees have a higher expectation of privacy (eg. change rooms and washrooms).

#### 4.4 Notice

Individuals whose images may be captured by a security camera system must be personally notified of its use or notified by way of signs posted in accordance with section 4.5 of this policy.

#### 4.5 Signage

Signs must be posted at all public entrances to a facility where security camera systems are used and in prominent places where the surveillance is occurring. At a minimum, signs must contain the following information:

- a) a statement that images are being monitored and/or recorded;
- b) the purpose of a security camera system;
- c) the Town's responsibility for the security camera system; and,
- d) the title and contact information (including the phone number) of the person within the Town responsible for overseeing the security camera system.

#### 4.6 Use of Security Information

Security information must only be used for the purpose for which the security camera system was established.

#### 4.7 Custody of Security Information

Except as set out in section 4.8 of this policy, all security information will remain in the custody and control of the Town.

#### 4.8 Disclosure to Third Parties

Security information must only be disclosed to third parties including without limitation members of the public and the RCMP in accordance with applicable legislation.

## **5.0 APPLICATION**

5.1 This policy applies to:

- a) All employees; and,
- b) All contractors who may have access to a security camera system.



## APPENDIX A

### Security Camera Plan: Town of Inuvik Office

#### **Purpose**

This security plan outlines the use of the security cameras located at the Town Office. This plan is required as part of the Town of Inuvik Security Camera Policy. Personnel authorized to access the camera system must be aware of the Town Security Camera Policy and adhere to its requirements.

#### **Prerequisite**

The installation of cameras at the Town Office is required for the following reasons:

1. Security of employees and patrons of the facility
2. Use for legal and insurance claims
3. Investigation of damage to the building

#### **Authorized Viewing Personnel**

The following personnel may have access to view the security camera live feed:

1. Senior Administrative Officer or designate
2. Director of Finance
3. Director of Protective Services
4. Director of Public Services

#### **Authorized Access to Camera Recordings**

There may be a requirement for the making of copies of the digital recordings captured by the security camera system. Copies shall only be made for legal, damage investigations and insurance claims. Members of the general public are not to be given any digital recordings. Except for the RCMP, all requests to make digital recordings outside of internal investigations shall be made in writing.

The following personnel are authorized to make digital copies of the security cameras:

1. Senior Administrative Officer or designate
2. Director of Finance



## APPENDIX B

### Security Camera Plan: Midnight Sun Complex

#### **Purpose**

This security plan outlines the use of the security cameras located at the Midnight Sun Complex. This plan is required as part of the Town of Inuvik Security Camera Policy. Personnel authorized to access the camera system must be aware of the Town Security Camera Policy and adhere to its requirements.

#### **Prerequisite**

The installation of cameras at the Midnight Sun Complex is required for the following reasons:

1. Security of employees and patrons of the facility
2. Use for legal and insurance claims
3. Investigation of damage to the building
4. Monitoring of activities within the Complex from a single point

#### **Authorized Viewing Personnel**

The following personnel may have access to view the security camera live feed:

1. Senior Administrative Officer or designate
2. Director of Community Services
3. Midnight Sun Complex staff who are on shift for monitoring of activities throughout the facility

It should be noted that due to the location of the live feed at the front desk, members of the public may see the live feed. Staff shall not purposely show members of the public the live feed unless specifically approved by the Director of Community Services or Senior Administrative Officer.

#### **Authorized Access to Camera Recordings**

There may be a requirement for the making of copies of the digital recordings captured by the security camera system. Copies shall only be made for legal, damage investigations and insurance claims. Members of the general public are not to be given any digital recordings. Except for the RCMP, all requests to make digital recordings outside of internal investigations shall be made in writing.

The following personnel are authorized to make digital copies of the security cameras:

1. Senior Administrative Officer or designate
2. Director of Community Services
3. MSC Foreman

#### **Authorized Computers With Live Security Camera Feed**

1. Senior Administrative Officer or designate
2. Director of Community Services
3. Midnight Sun Complex Front Desk
4. MSC Foreman
5. MSC staff break room



## APPENDIX C

### Security Camera Plan: Centennial Library

#### **Purpose**

This security plan outlines the use of the security cameras located at the Centennial Library. This plan is required as part of the Town of Inuvik Security Camera Policy. Personnel authorized to access the camera system must be aware of the Town Security Camera Policy and adhere to its requirements.

#### **Prerequisite**

The installation of cameras at the Centennial Library is required for the following reasons:

1. Security of employees and patrons of the facility
2. Use for legal and insurance claims
3. Investigation of damage to the building

#### **Authorized Viewing Personnel**

The following personnel may have access to view the security camera live feed:

1. Senior Administrative Officer or designate
2. Director of Community Services
3. Library Staff who are on shift for monitoring of activities throughout the facility

#### **Authorized Access to Camera Recordings**

There may be a requirement for the making of copies of the digital recordings captured by the security camera system. Copies shall only be made for legal, damage investigations and insurance claims. Members of the general public are not to be given any digital recordings. Except for the RCMP, all requests to make digital recordings outside of internal investigations shall be made in writing.

The following personnel are authorized to make digital copies of the security cameras:

1. Senior Administrative Officer or designate
2. Director of Community Services
3. Library Services Manager





## APPENDIX D

### Security Camera Plan: Boat Launch

#### **Purpose**

This security plan outlines the use of the security cameras located at the Boat Launch. This plan is required as part of the Town of Inuvik Security Camera Policy. Personnel authorized to access the camera system must be aware of the Town Security Camera Policy and adhere to its requirements.

#### **Prerequisite**

The installation of cameras at the Boat Launch is required for the following reasons:

1. Security of employees and patrons of the facility
2. Use for legal and insurance claims

#### **Authorized viewing personnel**

The following personnel may have access to view the security camera live feed:

1. Senior Administrative Officer or designate
2. Director of Protective Services

#### **Authorized Access to Camera Recordings**

There may be a requirement for the making of copies of the digital recordings captured by the security camera system. Copies shall only be made for legal, damage investigations and insurance claims. Members of the general public are not to be given any digital recordings. Except for the RCMP, all requests to make digital recordings outside of internal investigations shall be made in writing.

The following personnel are authorized to make digital copies of the security cameras:

1. Senior Administrative Officer or designate
2. Director of Finance
3. Director of Protective Services

#### **Authorized Computers with Live Security Camera Feed**

1. Senior Administrative Officer or designate
2. Director of Protective Services
3. Director of Public Services
4. Director of Finance