

THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: VIDEO SURVEILLANCE / RECORDING AT CIVIC PROPERTIES

POLICY NUMBER: INFORMATION TECHNOLOGY - 800

<i>Date of Council Adoption: October 6, 2014</i>	<i>Date of Last Amendment: September 30, 2019</i>
<i>Council Resolution Number: 2014-310, 2015-309; 2019-407</i>	
<i>Originating Department: Information Technology / Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: September 9, 2019</i>
	<i>Corresponding Staff Directive: IT 800</i>

POLICY

To establish guidelines for the use of video surveillance / recording equipment to enhance the security of properties, objects and activities and the personal safety of persons that are in, on or near facilities owned or occupied by the City of White Rock.

Staff from Information Technology (IT) in conjunction with members of the City of White Rock Senior Management team or designates are authorized to make video surveillance recordings as a tool for safety, security of persons and City facilities and to assist in the enforcement of unlawful activity. When cameras are installed they will not be located in areas that would constitute an invasion of privacy.

All video recording equipment is to be located in a locked room only accessible, as necessary, to the following authorized personnel:

- IT;
- Bylaw Enforcement Officers;
- Members of the Senior Management Team or designate where facilities under their responsibility include a video surveillance camera; and
- Manager in charge of Facilities or designate

Authorized personnel should access the video recording equipment only as reasonably necessary to operate or maintain the equipment or to view or retrieve images captured by the equipment when necessary. If, in the opinion of authorized personnel, any video recording includes evidence of unlawful activity, a copy of that video recording may be provided to a Peace Officer.

SIGNAGE

All areas placed under video surveillance shall be posted with signage clearly indicating its use and any other information required under the *Freedom of Information and Protection of Privacy Act*.

USE OF THE VIDEO SURVEILLANCE

Use of the video surveillance will primarily, but not exclusively, be used as a tool to provide personal safety and to deter and/or record unlawful activity.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Requests for access to video recordings by persons other than a peace officer or those already identified as authorized personnel in this policy shall be processed as formal FOI/Privacy requests under the *Freedom of Information and Protection of Privacy Act*.

POLICY AUTHORITY:

The *Community Charter, Local Government Act, Occupiers' Liability Act* and the *Freedom of Information and Protection of Privacy Act*. Video surveillance will be used only in accordance with the provisions of this policy and the above noted legislation.

RATIONALE:

To clarify the purpose and use of video surveillance recordings by the City of White Rock.