



DUNMORE COMMUNITY ASSOCIATION POLICY

Policy Name:

Video Surveillance

Approved on:

April 5, 2023

POLICY STATEMENT

The Dunmore Community Association recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of volunteers, community members, visitors and property. The objective of video surveillance at the Sunrise Skate Shack is to promote safety and will be designed and maintained to minimize privacy intrusion. Information collected by video surveillance systems will be collected in a lawful and justified manner with built in privacy protection measures in accordance with Freedom of Information and Protection of Privacy (FOIPPA) Act.

DEFINITIONS

1. **Authorized Personnel** shall mean any current Director or Executive Member of the Dunmore Community Association
2. **Covert Surveillance** refers to the secretive continuous or periodic observations of persons, vehicles, places or objects to obtain information concerning the activities of individuals;
3. **Overt Surveillance** refers to the non-secretive continuous or periodic observation of persons, vehicles, places or objects to obtain information concerning the activities of individuals;
4. **Personal Information** as defined in section 1 (1)(n) of the FOIP Act as recorded information about an identifiable individual, including: the individual's race, colour, national or ethnic origin; the individuals age or sex; the individuals inheritable characteristics; information about an individual's physical or mental disability; and any other characteristics listed in that section;
5. **Reception Equipment** refers to the equipment or device used to receive or record the personal information collected through a surveillance system, including a video monitor;

6. **Recorded** as defined in section 1 (1)(q) of the FOIP Act as a record of information in any form and includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produced records.
7. **Storage Device** refers to an SD Card and the APP used to store the images captured by the surveillance system;
8. **Surveillance Systems** refers to a mechanical or electronic system or device that enables continuous or periodic recording, observing or monitoring of personal information about individuals on open, public spaces or buildings;
9. **Dunmore Community Association (DCA)** as referred to in this policy shall include all directors and executive members;

REASONS FOR POLICY

1. Develop a surveillance system policy that compiles with the Freedom of Information and Protection of Privacy (FOIPPA) Act and follows the guidelines set out by the Office of the Information and Privacy Commission of Alberta without compromising the safety and security of visitors, volunteers, community members, and property.
2. Ensure consistency and standardization of surveillance measures, procedures and protocols so that all users of the Sunrise Skate Shack and Park can have an expectation of consistency with respect to the collection, use and retention of personal information, regardless of where surveillance equipment is installed.
3. These guidelines do not apply to covert or surveillance cameras being used as a case-specific investigation tool for law enforcement purposes or in contemplation of litigation.

STANDARDS

1. This policy allows for the installation and use of video surveillance equipment in Dunmore Community Association facilities only within the parameters and subject to the conditions established by this policy.
2. The use of surveillance cameras is for public safety (Section 33 of FOIPPA).
3. All personal information will be stored securely by the Dunmore Community Association and accessed only by Authorized Personnel and the authorized Cypress County representative and will be used only for the purposes set out in this policy.

4. This policy will comply with FOIPPA and the Government of Alberta, Guide to Using Surveillance Cameras in Public Area, revised July 1, 2018, and as further amended.

RESPONSIBILITIES

1. Dunmore Community Association to appoint Authorized Personnel as the custodian of the surveillance system program and review and approve any revision to this policy.
2. Contractors with access to surveillance equipment to:
 - a. review and comply with this policy in performing their duties and functions related to the operation of surveillance system. If a contractor fails to comply with this policy or the FOIP Act, it will be considered a breach of contract;
 - b. Authorized personnel who breach this policy will be subject to immediate removal from the Dunmore Community Association Board of Directors;
 - c. Authorized personnel and/or contractors with access to this surveillance system will sign a written confidentiality agreement shown in the attached Schedule A regarding their duties under this policy.
 - d. carry out the policy based on established procedures.
3. Recorded information will be kept a maximum of two (2) months and will be disposed of after that point in time unless certain records are kept for an investigation.