



Policy Title:

Closed Circuit TV (CCTV) Monitoring Policy

University Classification & Policy Number:

A-004-22

Approval Body:

University Administration

Responsible Designate:

Vice President, Finance and Administration

Established:

October 2022

Revised:

Not applicable

Editorial Revisions:

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Scheduled Review:

2027

1.0 Policy Purpose

This Policy outlines the appropriate use of the university managed video monitoring and recording equipment and the established standards for the storage, viewing, dissemination and destruction of recorded information on / within the Video Management System.

2.0 Definitions

The following definition(s) apply to terms used in this Policy:

2.01 Video Management System: The Video Management System (“VMS”) refers to the system of cameras, monitors, recording equipment, and necessary infrastructure and wiring located throughout the University campus.

2.02 UWinnipeg Community: Refers to students, employees, anyone holding a University appointment, post-doctoral fellows, visiting scholars, contractors, volunteers, visitors, members of the Board of Regents and Senate, and anyone who resides on University property.

3.0 Scope

This Policy applies to all UWinnipeg Community members and where applicable, the public. This Policy also applies to all locations on the University of Winnipeg Campus where video surveillance equipment is in service and recording back to the VMS servers.

4.0 Policy Elements

4.01 General Principles:

- a) The VMS supports the ability to observe activity that is occurring in a specific area and which requires the ability to monitor, where there is not the ability to have a physical presence (Security Guard).
- b) Video surveillance is also used as a safety tool in the area where it is installed, to monitor activities within those areas that may be deemed of a higher risk.
- c) Video surveillance recordings can be stored within the VMS server for a period of time and used for evidentiary purposes relating to investigative processes.

4.02 Video and Privacy:

- a) In the course of operating the VMS, the University may capture the personal information of individuals within the equipment's range, including members of the UWinnipeg Community. This collection is made under *The University of Winnipeg Act* and Subsections 36(1)(b) and/or (c) of *The Freedom of Information and Protection of Privacy Act* ("FIPPA"). All personal information captured by the VMS is protected under FIPPA.
- b) The recordings are only to be used for purposes of investigation and enforcement of law and University policy.
- c) The surveillance and recording of private areas, such as offices and interior spaces, is also permitted unless there is high expectation of privacy, as in the case of washrooms and change facilities.
- d) Appropriate signage must be displayed which notifies the public that video surveillance is in operation within and on public / private spaces unless during a covert operation, where there is or has been cause to investigate activity of a nature that may involve criminality.

4.03 Storage, Dissemination and Destruction of Video Recorded Information:

- a) Digital Video Recording Systems have a defined period of storage which typically lasts for a period of approximately 30 days before the system overwrites recordings.
- b) Should an event that requires investigative proceedings take place, the information will be identified and copied.
- c) Recordings are for security purposes and policy enforcement and are not available for viewing except where the CCTV Request and Approval Form has been completed, submitted and approved by the Director of Security and Risk Management or designate.
- d) Video recordings are only permitted to be downloaded and saved in consultation with the Security Manager, Director of Security and Risk Management or designate.
- e) Where video recorded information has been copied from the VMS by the Campus Security Office for purposes of an investigation, the Director of Security and Risk Management shall cause it to be deleted on completion of the investigation unless retention is otherwise required for some specific limited period of time, and thereafter shall cause same to be deleted.

5.0 Relevant Legislation

- *The Freedom of Information and Protection of Privacy Act (FIPPA)*
- *The Personal Health Information Act (PHIA)*
- *The Criminal Code of Canada*

6.0 Related Policies, Procedures and Institutional Documents

- CCTV Request and Approval Form
- Manitoba Ombudsman Video Surveillance Guidelines
- Safety and Health Policy