



TITLE:	Video Surveillance Policy	POLICY #01-10
CATEGORY:	Administration	
AUTHORITY:	Board of Directors	
ADOPTED:	April 15, 2025	
EFFECTIVE:	April 15, 2025	

Purpose

The purpose of this Policy is to establish the guidelines for the requirements, installation, and use of UNA Video Surveillance Systems, and the access, use, retention, disclosure, and destruction of Recordings.

Scope

This Policy applies to all UNA employees and all UNA Video Surveillance Systems which are intended to ensure the security and safety of UNA Facilities, the individuals who use them, and the assets within them.

1. Definitions

- 1.1. **“UNA Facility”** means a facility (such as a building, a part of a building, or a land) that is either owned or occupied by the UNA.
- 1.2. **“Recording”** means information collected by and stored on a Video Surveillance System.
- 1.3. **“UNA Video Surveillance System”** means a system or device, operated by the UNA, that is capable of capturing identifiable images of individuals, in real-time or stored, and which may be used to monitor individuals, assets, or properties.

2. Roles and Responsibilities

- 2.1. The Chief Administrative Officer is responsible for the management of UNA Video Surveillance Systems, including:
 - a) authorizing and overseeing the installation, expansion, maintenance, or removal of UNA Video Surveillance Systems;
 - b) authorizing individuals to access and use UNA Video Surveillance Systems;
 - c) authorizing the disclosure of Recordings; and
 - d) ensuring compliance with this Policy and other related policies and procedures.
- 2.2. The Chief Administrative Officer may delegate the responsibilities and functions assigned to them in this Policy to other UNA employees.

3. Video Surveillance Purposes and Requirements

- 3.1. Subject to section 3.2, the UNA may install and use UNA Video Surveillance Systems within UNA Facilities, but only for achieving the following purposes:
 - a) to enhance the safety and security of individuals, assets, and property; and

- b) to assist in the investigation of suspected health and safety violations, illegal activity, or property loss or damage.

3.2. The UNA shall not install or use UNA Video Surveillance Systems

- a) to achieve the purposes stated in section 3.1 when alternative methods of supervision are reasonably practicable;
- b) to monitor areas where individuals have heightened expectations of privacy, such as changing rooms, washrooms, child minding areas, and locker rooms; or
- c) to monitor UNA employees, volunteers, and contractors for the purpose of performance management.

4. Installation, Placement, and Visibility

4.1. The UNA shall maintain documentation outlining each UNA Video Surveillance System's

- a) location;
- b) intended field of vision;
- c) hours of operation; and
- d) technical capabilities of the system (e.g. zoom, motion-activated).

4.2. UNA Video Surveillance Systems must not be hidden.

4.3. Where a UNA Video Surveillance System has been introduced, signage will be displayed at all primary entrances and exits, and areas of the UNA Facility under video surveillance. Such signage must clearly state that surveillance takes place within the respective area and provide the UNA's contact information for inquiries.

5. Use, Access, and Disclosure

5.1. UNA Video Surveillance Systems and Recordings shall only be accessed and used by the Chief Administrative Officer and individuals authorized, in whole or in part, by the Chief Administrative Officer.

5.1.1. For greater certainty, live viewing is considered a use of UNA Video Surveillance Systems.

5.2. Individuals authorized to access and use UNA Video Surveillance Systems and Recordings shall receive training on the technical use of the systems and the privacy obligations they must adhere to.

5.3. Recordings may be disclosed and used for the purposes of aiding in a law enforcement investigation or legal matter, or addressing a health or safety concern.

6. Retention and Destruction

6.1. Subject to section 6.2, Recordings shall be retained for 30 days, after which they shall be automatically deleted.

6.2. If a Recording is to be used, or anticipated to be used, for a purpose stated in section 5.3, then the UNA shall retain the Recording for at least one year after serving its purpose.



6.3. Retention and destruction of Recordings are handled in accordance with the UNA Records Management Board Policy (#01-18).

Policy History & Information

Original Policy Approval Date	October 13, 2015
Policy First Amended Date	April 15, 2025
Next Review Date	April 15, 2028 (every three years)

Related Documents & Legislation

- *Personal Information Protection Act*, SBC 2003, c. 63
- UNA Community Privacy Board Policy (#01-04)
- UNA Records Management Board Policy (#01-18)