

DATE: Fiscal 2024-25
SUBJECT: Video Monitoring Policy Directive

Algonquin Security Services
Security Policy Directive: Video Monitoring on College Property

1. Purpose

Algonquin College is committed to ensuring the safety and security of its students, employees, and visitors while respecting individuals' privacy rights. This directive outlines the appropriate use of video monitoring on College property to support security, incident investigation, and operational needs.

2. Scope

This policy applies to all video surveillance systems operated by Algonquin Security Services on College property, including but not limited to academic buildings, parking facilities, student residences, and common areas. It applies to all staff, students, contractors, and visitors.

3. Compliance with Legal and Regulatory Requirements

The collection, use, and retention of video footage shall be conducted in accordance with the following legislation:

- **Employment Standards Act (ESA):** Video monitoring will not be used to monitor employee productivity or performance but may be used to ensure workplace safety and investigate incidents.
- **Personal Information Protection and Electronic Documents Act (PIPEDA):** Video surveillance recordings containing personal information will be collected, stored, and accessed in compliance with privacy laws.

4. Video Monitoring Usage Guidelines

- Video monitoring is for safety and security purposes, including crime prevention, detection (including suspected fraud), security response, and incident investigation.
- Cameras will not be installed in private areas such as washrooms or change rooms.
- Signage will be posted at main entrances to notify individuals that video surveillance is in use on College property.
- Live monitoring will focus on active security threats, safety, investigation, and emergency response.

5. Access, Retention, and Disclosure of Footage

- Video recordings will not be retained for extended periods unless they are required in support of an active investigation or for legal purposes.

- Access to recorded footage is restricted to authorized Security personnel and designated College officials.
- Requests for access to video footage by external parties (e.g., law enforcement) must be formally approved and comply with legal requirements.
- Subject to regulatory exemptions, individuals may request access to footage containing their personal information, by submitting a Freedom of Information (FOI) request. Algonquin College will respond within 30 days.

6. Security and Safeguards

- All video footage will be stored securely to prevent unauthorized access, alteration, or disclosure.
- Encryption and access control measures will be used to safeguard digital recordings.
- Regular audits will be conducted to ensure compliance with this directive.

7. Policy Violations and Complaints

- Unauthorized access, use, or disclosure of video footage may result in disciplinary action, up to and including termination or legal action.
- Concerns or complaints about video monitoring practices may be submitted to Algonquin Security Services for review.

8. Review and Amendments

This policy directive will be reviewed periodically and may be updated at any time to reflect changes in legislation, technology, or operational needs.

Issued by: Algonquin College Security Services
Effective Date: Fiscal 2024-25
Review Date: January 31, 2024