

"Senior Director" means the Senior Director of Facilities Management.

"Manager" means the Manager of University Security.

"CCTV" means a Closed Circuit Television System.

"Camera" is a device that converts images into electrical signals for television transmission, video recording, or digital image.

4. Responsibilities:

Saint Mary's University Security Services is responsible for Saint Mary's University's CCTV program, including ensuring proprietary CCTV systems comply with the terms and conditions of the policy.

University Security will:

- a) Monitor all CCTV cameras and maintain a suitable monitoring station in a controlled, high-security area with access restricted to Security Services.
- b) Ensure that all recordings are kept in a locked receptacle located in a controlled access area. Each storage device that has been used will be dated and labeled with a unique, sequential number or other verifiable symbol.
- c) Ensure that the implementation and operation of all CCTV Systems comply with this policy.

b)

surveillance recordings, other than those needed for back-ups or evidentiary purposes may be made.

- c) Recordings from surveillance cameras will be kept for a maximum of 30 to 90 days unless otherwise required for the purposes outlined in the policy. Recordings will be erased or otherwise destroyed at that point unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Manager.

11. Disclosure of Images:

- a) Information obtained through video monitoring shall be used exclusively for security and law enforcement purposes.
- b) No attempt shall be made to alter any part of a recording
- c) Video recordings will not be shown or provided to anyone other than Security Services or approved personnel except in the following circumstances:
 - i. Law enforcement agencies for the purpose of an investigation.
 - ii. For use at a formal University proceeding such as a Student Code of Conduct hearing.
 - iii. To assist in the identification of individuals relating to a criminal incident.
 - iv. To comply with a Freedom of Information request by the person whose identity has been recorded who shall have the right to access such information.
 - v. Other circumstances as approved by the Manager of University Security.
- d) Disclosure of video recordings to third parties will only be made in accordance with the purpose(s) for which the system was installed, and will be limited to:
 - i. Police and other law enforcement agencies, where the images could assist in a specific criminal enquiry and/or the prevention of terrorism and disorder.
 - ii. Prosecution agencies.
 - iii. Relevant legal representatives.
 - iv. People whose images have been recorded and retained, unless an exemption applies.
 - v. In exceptional cases, to assist in the identification of a victim, witness or perpetrator in relation to a criminal incident.
 - vi. Members of staff involved in University disciplinary processes.

12. Accountability:

A log will be kept by University Security with regard to use of Surveillance Equipment. The log will reflect all instances where:

- a) A member of University Security or person designated by the University Security Manager views a recording
- b) A request is made to view a recording.

