

COMMUNITY SAFETY DEPARTMENT GUIDELINES FOR THE USE OF VIDEO SURVEILLANCE

PREAMBLE:

The Community Safety Department has a duty to promote and maintain a safe and secure environment for students, staff and visitors at York University. The Department uses video surveillance, also known as closed-circuit television (CCTV) surveillance, to:

- Enhance the safety of individuals and the security of assets and property;
- Prevent, deter, reduce the fear of, and detect criminal activity;
- Summon emergency assistance or deploy security resources;
- Help first responders (i.e. police, fire and paramedic vehicles) navigate across campus;
- Verify alarms and door access control systems; and
- Assist law enforcement in investigations and prosecutions of criminal activity, including identifying suspects and potential witnesses.

These guidelines have been developed by the Department to ensure that it collects, uses, discloses, retains and disposes of personal information in compliance with the *Freedom of Information and Protection of Privacy Act* (FIPPA) and to ensure that the Department balances the protection of individuals and assets with the protection of privacy. These

Guidelines for the

Use of Video Surveillance (2015).

WHO SHOULD USE THESE GUIDELINES?

These guidelines are to be used by all Department staff, including employees and contractors, who are involved in the installation, monitoring and management of video surveillance devices and records that are within the custody or under the control of the Department.

These guidelines do **not** apply to video cameras used for:

Permitted educational, research and teaching purposes;

Lawful creative expression;

Non-security purposes (e.g. recording athletic events for public relations aims); or

Personal use by a private person or third-party entity that is not acting under the authority of the University and is operating a video camera that is not within the custody or control of the University (e.g. subway stations and businesses on campus, such as stores in York Lanes). Privately-owned-and-operated cameras are the sole responsibility of the user. Anyone who violates a reasonable expectation of privacy risks liability under criminal

The Department will use and disclose video surveillance for safety and security purposes:

The Department will **not**

