

PATHWAYS ABILITIES SOCIETY

POLICY: VIDEO SURVEILLANCE

Applies to: All Personnel, Volunteers, Tenants and Persons Served

Original Approval Date: NA

Date Board Approved: January 23, 2023

Replaces Policy Dated: NA

Board Member's Signature

PREAMBLE

Information concerning an individual or the affairs of the society is privileged and confidential. Confidential information is all information regarding Pathways Abilities Society including any information, personal or otherwise, concerning persons served, staff or volunteers. Information is deemed confidential if it comes from Pathways Abilities Society files, binders, meetings, computer software programs or through the administration of services or businesses and the above said information is not a reporting requirement of the various federal and provincial legislations.

POLICY

Video surveillance will only be used only when necessary for the protection of the safety of employees and customers. Video is reviewed to ensure safety and after any incident. Authorized individuals will only review the recorded images to investigate a significant security or safety incident.

Video surveillance includes recording audio and video.

Video surveillance will be used in compliance with the Personal Information Protection Act (PIPA).

Video surveillance will not occur in staff lunchrooms, nor in areas where there is an expectation of privacy, e.g., washrooms, changerooms, etc.

All areas subject to surveillance will be identified to those in the area by way of signage that includes agency personnel contact information.

Surveillance applications will be monitored by authorized personnel only. They are the Employment Manager and Executive Director.

Any records (videotapes, still photographs, digital images, etc.) produced by surveillance systems shall be kept in a secure, locked facility or manner and managed and disposed of appropriately by privacy, legal obligations and evidentiary values. Google nest keeps recording for 3 months.