

## Video Surveillance and Security Recordings Policy

Number:	1.2.4
Responsible Executive:	President
Approval Authority:	Senior Leadership Team
Effective Date:	January 30, 2026
Next Review Date:	January 29, 2031
Revised Date:	
Replaces:	1.4.8 Privacy and Access of Security Video Footage
Category:	Administrative

### PURPOSE

The purpose of this policy is to ensure that the use of security cameras and related video recording systems at Coquitlam College (“the College”) is conducted in a lawful, ethical, and transparent manner that balances the College’s responsibility to provide a safe and secure environment with the privacy rights of individuals.

### SCOPE

This policy applies to all video surveillance systems and security cameras operated by the College that collect, record or monitor identifiable images of individuals on College-controlled property, and to all members of the college community who install, operate, access, or manage such systems. This includes employees, contractors, and service providers authorized to access or handle security recordings on behalf of the College.

This policy does not apply to:

- Records used for academic or instructional purposes (e.g. lectures, classroom demonstrations, or online learning tools);
- Communications and conferencing platforms (e.g. Microsoft Teams, Zoom); or
- Authorized recordings of official events such as convocation, ceremonies, or promotional materials.

### POLICY STATEMENTS

1. The College is committed to using video surveillance and security recordings only for legitimate and reasonable purposes, in accordance with the *Personal Information Protection Act (PIPA)* and the *Independent School Act (ISA)*.
2. The College operates security cameras on its campuses to promote safety, protect property, deter vandalism or theft, and support investigations of security-related incidents.
3. Cameras are installed only where less-intrusive measures are insufficient and where the expected benefits outweigh potential intrusions into personal privacy.
4. Individuals will be notified of camera use through clear signage at entrances to monitored areas and through general information available on the College’s website.
5. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy, such as washrooms, change rooms, counselling or health offices.
6. Security cameras and recordings will not be used for routine monitoring of employee or student performance.

7. Access to recorded images will be limited to authorized personnel who require it for legitimate security or administrative purposes, consistent with the principles of least privilege and need to know.
8. All access, viewing, and disclosure of footage will be documented and subject to audit by the Privacy Officer or designate.
9. Personal information collected through surveillance will be used or disclosed only:
  - a. for the purpose for which it was collected;
  - b. for a use consistent with that purpose;
  - c. with the individual's consent;
  - d. as required or authorized by law; or
  - e. in emergencies involving an imminent threat to health, safety, or property.
10. The College will take reasonable security measures to protect video footage against loss, theft, access, copying, use, or disclosure not authorized by this policy or by law.
11. The Privacy Officer is responsible for oversight of compliance with PIPA, investigating privacy breaches, and responding to inquiries or complaints related to surveillance activities.

## **PROCEDURES**

### **Camera Placement and Operation**

12. Cameras will be positioned and configured to minimize the collection of personal information unrelated to safety and security purposes.
13. Surveillance equipment and recording systems will be located in secure areas with restricted access.

### **Access and Disclosure**

14. Access to live or recorded footage is restricted to authorized personnel performing legitimate duties.
15. Requests from law enforcement or external parties for disclosure of footage will be reviewed by the Privacy Officer or designate and released only if authorized under PIPA or other applicable legislation.
16. In emergencies involving immediate risk to health or safety, footage may be disclosed without consent. Such disclosures will be logged and reported to the Privacy Officer.

### **Retention and Disposal**

17. Security recordings will normally be retained for 30 days, unless required for an ongoing investigation, legal proceeding, insurance claim, or to make a decision about an individual, in which case retention will extend for at least one year.
18. Retained footage will be securely stored for as long as required and for at least one year if used to make a decision about an individual.
19. When retention periods expire, footage will be securely destroyed in a manner that prevents recovery or reconstruction.
20. Retention and destruction of security recordings will also comply with the College's Records Management Policy (1.2.2) and retention schedules.

### **Breaches and Complaints**

21. Any unauthorized access, use, disclosure, or loss of security recordings constitutes a privacy breach and must be immediately reported to the Privacy Officer.

22. Complaints regarding the College's use of surveillance may be submitted to the Privacy Officer, who will investigate in accordance with PIPA, College policies, and relevant Ministry or OIPC guidelines.

## DEFINITIONS

College property: Any building, structure, parking lots, or land owned, leased, or otherwise controlled by the College.

Least Privilege: A principle restricting access to only the information necessary to perform one's job duties.

Need to Know: A principle ensuring access to personal information is provided only when necessary for an authorized purpose.

Video surveillance: The use of security cameras to collect, record, or monitor images of individuals or property for safety and security purposes.

Security recordings: The video images captured through these systems.

## RELATED RESOURCES

- Personal Information and Protection of Privacy Policy 1.2.1
- Records Management Policy 1.2.2
- Information Security Policy 1.2.3
- Acceptable Use of Information and Education Technology Policy 1.2.5
- [Independent School Act](#), RSBC 1996, c 216
- [Personal Information Protection Act](#), SBC 2003, c 63
- [Guidelines for Overt Video Surveillance in the Private Sector, March 2008](#)