



# Student Transportation Services

BRANT HALDIMAND NORFOLK

## Services de Transport Scolaire

<b>Title:</b> Video Cameras on School Purpose Vehicles	<b>Procedure #:</b> 036 <b>Page:</b> 1 of 3	<b>Section:</b> Operating Guidelines
<b>Effective:</b> Nov 5, 2010	<b>Last Reviewed:</b> October 2019	<b>Next Review:</b> October 2022

<b>Statement</b>	<p>Student Transportation Services Brant Haldimand Norfolk (STSBHN) promotes a safe environment by using video surveillance systems to ensuring the ongoing safety of staff and students, controlling vandalism and theft and aiding in the identification of persons breaking the law.</p>
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. A video surveillance system refers to a video, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public places or on transportation vehicles contracted by STSBHN. The system could include an audio device, thermal imaging technology or any other component associated with capturing the image of an individual.</li> <li>2. A storage device refers to a computer disk or drive or other device used to store the recorded data, be it visual, audio or other images captured by a video surveillance system.</li> <li>3. Individuals whose personal information has been collected by a video surveillance system have the right of access under MFIPPA, unless an exemption applies under section 38. An example of an exemption would be where disclosure would constitute an unjustified invasion of another individual's privacy. Access to one's personal information would depend on:             <ol style="list-style-type: none"> <li>a) if all third parties (i.e. those whose images appear on the record) give permission for the record to be viewed; or</li> <li>b) whether it could reasonably be severed from the record, e.g. digitally "blacking out" the images of other individuals whose images appear on the record (storage device).</li> </ol> </li> <li>4. Storage devices are set to record activity electronically to the limit of the memory in the device installed. Once the memory is full, the system will automatically overwrite the oldest data. When recorded activity is required in an investigation of student behaviour or a student safety issue or in the investigation of other intruders or persons breaking the law, it will be transferred to an alternative storage device. Such storage devices used to assist in</li> </ol>



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<b>Procedure continued...</b>	<p>resolving transportation or public safety issues or law enforcement requests will be maintained in a locked, secured area by STSBHN for a one-year period from the date of resolution of the incident. Logs are to be kept of all instances of access to, and use of, storage devices to enable a proper audit trail. Should it be necessary to release a storage device to police authorities, a formal request, in writing, must be made to the Manager of Transportation.</p> <ol style="list-style-type: none"> <li>5. Old storage devices must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved, e.g. shredding, burning or magnetically erasing.</li> <li>6. Any inadvertent disclosures of personal information or breaches of MFIPPA or other relevant statutes shall be reported to the respective board's employee with responsibility for FOI and Records Management.</li> <li>7. Service providers shall review and comply with this procedure and the Acts in performing their duties and functions relative to the operation of a recorded surveillance system. If a service provider fails to comply with the Board's policy or provisions of MFIPPA, it will be considered breach of contract leading to compliance management steps up to and including contract termination.</li> </ol> <p style="text-align: center;"><b>School Purpose Vehicles</b></p> <ol style="list-style-type: none"> <li>1. A vehicle that is equipped with video cameras shall display a warning sign advising students that they are subject to video surveillance.</li> <li>2. Storage devices currently being used on a transportation vehicle shall be maintained in a secure location by the driver.</li> <li>3. Storage devices containing data and waiting to be brought back into use will be maintained in a secure location by the school transportation contractor.</li> <li>4. Storage devices are the property of STSBHN on behalf of the Boards served.</li> <li>5. The content of a storage device may be used to provide evidence to cause student discipline. A storage device can be viewed by a student and his/her parent/guardian if:             <ol style="list-style-type: none"> <li>a) all third parties (i.e. those whose images appear on</li> </ol> </li> </ol>
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<b>Procedure continued...</b>	<p>the record) give permission for the record to be viewed; or</p> <p>b) the images of other individuals who appear on the record (storage device) are severed from the record, e.g. digitally "blacking out".</p>
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