

Policy History
<b>Policy No.</b> SR13
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President Finance and Administration
<b>Effective Date:</b> February 5, 2018

## Closed Circuit Video Equipment (CCVE) Policy

### A. CONTEXT AND PURPOSE

1. This Policy establishes the parameters for the installation and use of the CCVE system at the University.
2. The University will use the CCVE system for the following purposes:
  - a. **Safety and Security of Individuals:** KPU is committed to the safety and security of all visitors and members of the KPU community. Video surveillance is part of KPU’s overall safety and security strategy. It serves as a safety and security risk deterrent and incident investigative tool. Information collected by the CCVE system may be used to deter incidents, to equip staff to intervene, and to respond to investigation incidents in accordance with University policies and procedures.
  - b. **Safety and Security of Property:** The security of property is necessary to protect KPU assets, KPU students, staff and the KPU community in general. Video surveillance is part of KPU’s overall safety and security strategy. It serves as a safety risk deterrent and incident investigative tool. The CCVE system may be used to deter and investigate incidents (such as misuse, vandalism, or theft of property) in accordance with KPU policies and procedures.
  - c. The CCVE system may also be used as otherwise permitted or required by law, including for such purposes as may be authorized by the *Freedom of Information and Protection of Privacy Act*.
3. The CCVE system shall not be used for monitoring employees for the purposes of tracking productivity or performance evaluation.

### B. SCOPE AND LIMITS

1. This Policy governs the installation and use of the CCVE system at the University.
2. This Policy does not apply to any video recording associated with academic purposes, weather cameras, automated teller machines, use of equipment to record special events, interviews, public performances, or any other broadcast for educational purposes.

3. Safety and Security purposes for which the CCVE system may be used include, but are not limited to the following:
  - a. Safety and security of buildings and property, including building perimeters (entrance and exists), parking lots, and outdoor areas on campus.
  - b. Safety and security of individuals, including protection from violence, harassment and criminal activity.
  - c. Verification of Security alarms, including intrusion alarms and exit door controls.
  - d. In connection with law enforcement, including robbery, burglary, theft and assault.

## **C. STATEMENT OF POLICY PRINCIPLES**

1. The University recognizes the need to balance its duty to promote and maintain a safe and secure environment against the responsibility to protect an individual's right to privacy.
2. The University community should not assume that the presence of the CCVE system on any of its campuses will guarantee safety for persons or property. Rather, it is one tool used in the University's continuing efforts to increase campus security and safety.
3. The CCVE systems are employed by the University to serve as a safety and security risk deterrent and investigative tool to be used in accordance with University policies and procedures.
4. The University's installation and use of the CCVE systems and collection, use and disclosure of personal information obtained through the CCVE systems will be in accordance with the Freedom of Information and Protection of Privacy Act, and other applicable law and University policies.

## **D. DEFINITIONS**

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

## **E. RELATED POLICIES & LEGISLATION**

Policies:

IM2, *Freedom of Information and Protection of Privacy (FOIPPA)*

IM4, *Confidentiality*

SR9, *Violence in the Workplace*

SR12, *Emergency Planning*

Legislation:

Freedom of Information and Protection of Privacy Act

## **F. RELATED PROCEDURES**

Refer to SR13 *Closed Circuit Video Equipment (CCVE) Procedure*.