

	THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL			
	Subject:	Video Surveillance Policy	Section A20	Index #01
	Effective Date:	June 1, 2020	Approved By: Lambton County Council	
	Revision Date:	January 1, 2020		
	Drafted on:	January 1, 2020		

PURPOSE

The purpose of this policy is to outline how Lambton County Library (the Library) uses video surveillance in its Library facilities.

POLICY

In an effort to provide a healthy and safe environment to its employees, patrons and visitors, Lambton County Library may use video surveillance in its Library facilities. The information that is gathered from video surveillance will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56, the Lambton County Library Privacy & Access to Personal Information Policy, County of Lambton Freedom of Information and Protection of Privacy Policy (A19.02) and County of Lambton Records Management Policy (A12.01).

RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services. This authority may be delegated to staff members in the Libraries Department.

DEFINITIONS

"Access" means any of the following:

- Libraries Department staff may provide a summary of the information collected;
- The video may be viewed, in the presence of authorized Library staff;
- If required by law enforcement or in relation to litigation, a copy of the record may be provided.

"Facility / facilities" includes all library branches, buildings and property where Lambton County Library provides service.

"Video surveillance system" or **"System"** refers to any system or device that enables continuous or periodic recording, observing or monitoring of facilities and/or individuals.

REGULATIONS

1. General principles

- 1.1. The use of video surveillance systems to enhance security, and specific camera positions, will be determined on the basis of reasonable and justifiable grounds for the provision of safety and security.
- 1.2. Each proposed camera position will be assessed on a case-by-case basis to determine the effects the System may have on personal privacy. The Library will take all reasonable steps to mitigate any adverse effects. No camera will be placed so that it views into an area where individuals have a greater expectation of privacy, such as washrooms.
- 1.3. Signage will be installed in a clearly visible location at all facilities which are subject to surveillance. Signage will advise all persons entering the facility that the facility is under video surveillance.
- 1.4. All locations for systems and cameras and all signs require the approval of the General Manager, Cultural Services, in conjunction with the Facilities Supervisor.
- 1.5. The Manager, Library Services is authorized to designate persons to operate video surveillance systems. The Manager will maintain a list of all persons designated and only those who have been designated may be permitted to operate the system.
- 1.6. The Facilities Supervisor is responsible for establishing an appropriate training program for the operation of the equipment, including operator responsibilities with respect to protection of privacy and confidentiality and for ensuring that all system operators are trained appropriately.

2. Use of Information Collected

- 2.1. The information collected through video surveillance is used only:
 - 2.1.1. To assess the effectiveness of safety and security measures taken at a particular facility;
 - 2.1.2. To investigate an incident involving the safety or security of people, facilities or assets;
 - 2.1.3. To provide law enforcement agencies (upon request), with evidence related to an incident under police investigation;
 - 2.1.4. To provide evidence as required to protect the municipalities' legal rights;
 - 2.1.5. To respond to a request for information under the Municipal Freedom of Information and Protection of Privacy Act;
 - 2.1.6. To investigate any incidents or allegations of misconduct;
 - 2.1.7. To investigate an incident involving an insurance claim.

3. Records Management

- 3.1. The information collected through video surveillance will be system-deleted within a three-week period. A record will be created from the information

collected only for the purposes as outlined in Section Two (2) (Use of Information Collected) of this policy. No other records will be created or retained.

3.2. In the event any information collected through video surveillance is used in a police investigation or leads to the banning of a patron, such evidence will become a permanent record.

3.3. The Manager, Library Services (or designate) is responsible for determining when a record will be created.

4. Custody

4.1. The Corporation of the County of Lambton maintains custody of all records created by video surveillance systems owned by the County of Lambton.

4.2. Records will be retained for the period specified in Section 3 of the Video Surveillance Policy.

4.3. The Manager, Library Services is responsible for ensuring the security of any records, from creation through to final disposition.

5. Access

5.1. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, as amended, access to the records created by video surveillance systems is restricted. Access is limited to:

5.1.1. Individuals responsible for the operation or administration of the system;

5.1.2. Individuals who have a legitimate need to access the information for one of the purposes listed under the Use of Information Collected (Section 2) of this policy;

5.1.3. Individuals whose request for access under the Municipal Freedom of Information and Protection of Privacy Act, as amended, has been granted;

5.1.4. By such other individuals as permitted by law.

6. Access Procedures

6.1. Only those having a legitimate need to view the record will be given access.

6.2. A Lambton County Library Access Request Form must be completed and submitted to the Manager, Library Services. In making a determination, the Manager may consult with the County of Lambton Legal Services Department.

6.3. When access to a record is given, the following information will be logged for audit purposes:

6.3.1. The date and time at which the access was allowed or the date on which disclosure was made;

6.3.2. The identification of the party who was allowed access or to whom disclosure was made;

6.3.3. The reason for allowing access or disclosure;

6.3.4. The extent of the information to which access was allowed or which was disclosed;

6.3.5. Provisions for the return of the record or its destruction.

6.4. Anyone who is authorized to have access to any record created through video surveillance systems will be required to sign a written agreement regarding his

or her duties, obligations and responsibilities with respect to the use and disclosure of the record.

7. Unauthorized Disclosure

7.1. Any County of Lambton employee having knowledge of an unauthorized disclosure of a record must immediately inform the Manager, Library Services of the breach. The Manager will inform the Freedom of Information Co-ordinator and together they will undertake the appropriate course of action as outlined in the County of Lambton's Freedom of Information (Privacy) Breach Policy (A19.03).

7.2. Any unauthorized disclosure of information is cause for disciplinary action up to and including termination of employment.

ASSOCIATED DOCUMENTS

The Corporation of the County of Lambton Freedom of Information and Protection of Privacy Policy (A19.02)

The Corporation of the County of Lambton Freedom of Information (Privacy) Breach Policy (A19.03)

The Corporation of the County of Lambton Records Management Policy (A12.01)

Ontario's Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56

Lambton County Library Access Request Form

POLICY HISTORY

REVISION	DATE	PREPARED BY
Created	January 1, 2020	Manager, Library Services