

Security Camera Policy



SUMMARY

The Corporation of the Township of Matachewan (the “Business”) is committed to the ongoing protection of the health and safety of its employees, customers, and visitors as well as the protection of physical and intellectual property. The Security Camera Policy (the “Policy”) is intended to ensure that appropriate surveillance of our premises is performed.

SCOPE

The Policy applies to all employees of the Business.

POLICY STATEMENT

General

The Business will employ security cameras in the workplace. The use of such security cameras will be subject to the following rules:

- Security cameras are used for the purpose of deterring criminal activity and maintaining a safe and secure workplace. They are not used to monitor productivity.
- Entrances and exits will be monitored at all times. Other security cameras will be placed in locations that create minimal intrusion to personal privacy.
- The Business will provide notice that an area is under surveillance by posting visible signs.
- All surveillance activities, access to recordings, and the storage or disposal of recordings will be documented. The Business will ensure that only authorized personnel operate video surveillance equipment, deal with review recordings, and access documentation.

The Business will retain all video surveillance footage for a period of 90 days. In any event, footage will only be retained as long as necessary to fulfil the purposes for which it was collected, or as required as part of an investigation or by law.

- All recordings will be labelled and documented appropriately.

Access to Recordings

All recordings will be stored securely in an access-controlled area.

With the exception of requests by law enforcement agencies, employees or other individuals must submit a formal request to view recordings, which will be subject to management approval.

If a law enforcement agency requests access to surveillance recordings, the Business will act in accordance with the law and provide the recordings as necessary.

Requests for access to recordings will be handled in accordance with applicable privacy legislation.

Unauthorized Access and/or Disclosure

All employees that witness the unauthorized disclosure of any surveillance recordings and/or a potential privacy breach must report the incident to management immediately.

The Business will investigate all reported breaches of privacy, unauthorized viewings, or disclosures.

Destruction of Recordings

All recordings created by surveillance cameras are the property of the Business and may not be reproduced or destroyed for any reason without prior express written permission. Only authorized personnel may delete recordings in accordance with this policy.

Where recordings are disposed of, they must be deleted or destroyed in such a manner as to ensure that they cannot be viewed or accessed by anyone.

CONTRAVENTIONS OF THE POLICY

Contraventions of the Policy may lead to disciplinary action up to and including termination of employment.

REVIEW OF THE POLICY

This Policy will be reviewed and may be amended from time to time based on the needs and experiences of our workplace.

ACKNOWLEDGEMENT & AGREEMENT

I acknowledge that I have read, understand, and agree to abide by the Security Camera Policy.

SIGNATURE: _____
Employee

NAME: _____
Print

DATE: _____