



P O L I C Y

Department <b>Administration</b>	Policy No. <b>AD(38)</b>	Page <b>1 of 3</b>
Policy Title <b>SURVEILLANCE CAMERAS</b>	Date: <b>June 8, 2017</b>	Resolution No. <b>C/313/17</b>

**Policy Statement:**

Lacombe County recognizes the need to balance an individual’s right to privacy against the County’s duty to promote a safe environment for all County employees, citizens, and visitors, as well as to protect County property and assets. This policy is intended to provide a process for the collection of personal information by means of a surveillance camera in a lawful and justified manner with built-in privacy protection measures in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*.

This policy is a way to standardize County procedures so that all citizens can have an expectation of consistency with respect to the collection, use and retention of personal information captured by surveillance cameras, regardless of where the surveillance equipment is installed.

**Guidelines/Procedures:**

Installing Surveillance Cameras

1. Surveillance cameras may be installed in identified County facilities where surveillance is a necessary and viable measure for the detection or deterrence of aggressive behavior and/or criminal activity.
2. This equipment shall not be positioned, either internally or externally, to monitor areas outside Lacombe County buildings, or to monitor other buildings, unless necessary to protect external County assets or to ensure personal safety.
3. Surveillance equipment shall not monitor areas where the public and employees have a reasonable expectation of privacy, for example, bathrooms and changing rooms.

Public Awareness of Surveillance Cameras

4. The public will be notified, using clearly written signs prominently displayed at the perimeter of every surveillance area, so there is ample warning that surveillance is in operation before entering any of these areas.
5. The main entrance or access points of these areas will display the following notice:

***A surveillance camera has been installed at this location to deter criminal activity and for public safety. The images recorded by this camera will only be viewed if an incident has been reported to Lacombe County staff or to law enforcement.***

***The collection of personal information by surveillance cameras is authorized under Section 33(b) and 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. Lacombe County has Policy AD(38) – Surveillance Cameras, which describes the collection, use disclosure and retention processes for the recorded information.***

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***If you have any questions about this surveillance, or you would like to make a complaint about the collection of your personal information from surveillance cameras, please contact the following:***

***Chief Administrative Officer  
Lacombe County  
RR 3  
Lacombe AB T4L 2N3  
Phone: 403-782-6601***

*Access to Surveillance Equipment and Use of Personal Information*

6. Only authorized Lacombe County personnel will have access to the system's surveillance equipment, software management console and video records. The list of authorized personnel will be maintained by the County Manager.
7. The video information captured by the cameras will be transmitted over the County's Local Area Network (LAN) to a secured server in the County's locked server room. Access to the video information will be limited to the list of authorized personnel only.
8. The video information collected through surveillance cameras is to be used for the following situations only:
  - 9.1 To investigate an incident involving the safety or security of people, County facilities or County assets;
  - 9.2 To provide law enforcement agencies with evidence related to an incident under police investigation;
  - 9.3 To provide evidence as required to protect the County's legal rights;
  - 9.4 To respond to a request for information under the Freedom of Information and Protection of Privacy (FOIP) Act;
    - 9.4.1 A person requesting access to a video record must make a request in writing to Lacombe County's Records Management and FOIP Specialist. This request must provide sufficient detail to enable an authorized County employee to identify the record.
  - 9.5 To investigate an incident or allegation of serious employee misconduct;
  - 9.6 To investigate an incident involving an insurance claim.

*Ownership and Retention of Personal Information*

9. Lacombe County retains custody and control of all original video records not provided to law enforcement.
10. With the exception of video records retained for criminal, safety, or security investigations or evidentiary purposes, the County will not retain a copy of video recordings for no longer than the retention period as outlined in the File Plan of Lacombe County's Records Retention & Classification Schedule.
11. Lacombe County will take all reasonable efforts to ensure the security of the video records in its control/custody and ensure their safe and secure destruction.

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*Privacy Impact Assessment*

12. The Office of the Information and Privacy Commissioner (OIPC) has developed a Privacy Impact Assessment (PIA) process to help public bodies review the impact a project or initiative may have on individual privacy. This process helps to ensure that public body can assess a project's compliance with the relevant FOIP legislation.
13. A Privacy Impact Assessment (PIA) has been developed in alignment with this policy and is available for inspection at the County Administration Building. This PIA is a document that outlines the process that Lacombe County will use to ensure the protection and security of the personal information that is collected, used, or disclosed as part of this initiative. This PIA outlines the technical, physical, and procedural measures taken to protect personal information from the time it is collected until the time that Lacombe County disposes of it.

Approved: June 8, 2017  
Revised: April 8, 2021