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Type <b>General</b>	Date Revised October 14, 2016

<b>Statement</b>	<p>STWDSTS, its member School Boards and Contracted Bus Operators authorize the use of video surveillance equipment to enhance the safety of all students and employees. Any video surveillance footage captured during home to school transportation service is the property of the school / school Board and may only be accessed with school / school Board consent.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• The Principal is responsible for student disciplinary procedures as stated in the Education Act, Ontario Regulation 298, 23 (4c) which states that 'Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends, while travelling on a school bus'. Law enforcement access is authorized by the principal or designate.</li> <li>• Bus operators are responsible for the installation and maintenance of video surveillance systems.</li> <li>• STWDSTS is responsible for setting the retention time frame of video footage, and for assisting school Administration in the retrieval of the video upon request to the bus operator.</li> </ul>
<b>Details</b>	<p>Video surveillance cameras are used to accomplish the following goals:</p> <ol style="list-style-type: none"> <li>1. To enhance the safety of students, Board staff and service providers;</li> <li>2. To protect property against theft or vandalism; and,</li> <li>3. To assist in the identification of intruders and of persons endangering the health, well-being or safety of students and staff.</li> </ol> <p>The following are considered Authorized Personnel for review of video surveillance:</p> <ol style="list-style-type: none"> <li>1. Principal/Vice-Principal or a person designated by the Principal/Vice-Principal;</li> <li>2. School Board Freedom of Information (F.O.I) Officer(s) and/or Privacy staff, and</li> <li>3. Police</li> </ol> <p>STWDSTS will ensure that all school use vehicles that are equipped with video cameras will have a <b>Video Surveillance in Use</b> sign posted in the vehicle.</p> <p>Scheduled retention period applies to the length of time a</p>



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	recorded video is kept on file before it is purged, deleted or otherwise overwritten. The scheduled retention period for all recorded data on vehicles servicing STWDSTS is 5 calendar days.
<b>Procedures</b>	<ol style="list-style-type: none"><li>1. The school Principal may contact STWDSTS to request a copy of video footage to assist with a student misconduct incident.</li><li>2. STWDSTS will contact the bus operator on behalf of the school Principal to request the footage be made available to the Principal by the bus operator.</li></ol>
<b>Reference</b>	<ul style="list-style-type: none"><li>• Personal Information Protection and Electronic Documents Act (PIPEDA) <a href="http://laws.justice.gc.ca/eng/acts/P-8.6/">http://laws.justice.gc.ca/eng/acts/P-8.6/</a></li><li>• Education Act - Ontario Regulation 298, 23 (4c) <a href="http://www.elaws.gov.on.ca/html/statutes/english/elaws_statutes_90e02_e.htm">http://www.elaws.gov.on.ca/html/statutes/english/elaws_statutes_90e02_e.htm</a></li><li>• Information and Privacy Commissioner of Ontario - Guidelines for Using Video Surveillance Cameras in Schools – July 2009 <a href="http://www.ipc.on.ca/images/Resources/vidsch-e.pdf">http://www.ipc.on.ca/images/Resources/vidsch-e.pdf</a></li><li>• Information &amp; Privacy Commission – Guidelines for Using Video Surveillance Cameras in Public Places – September 2007 <a href="http://www.ipc.on.ca/images/Resources/video-e.pdf">http://www.ipc.on.ca/images/Resources/video-e.pdf</a></li></ul>



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## **Video Surveillance In Use**

This equipment is monitored by an electronic audio & video surveillance system that is in use at all times when the vehicle is in use.

Security cameras are in operation for the safety of students, staff and school community, and for the protection of Board properties.

The information is collected under the authority of the Education Act and in compliance with MFIPPA. For additional information, please contact the Principal / Manager of this site, the board Freedom of Information Officer, or Student Transportation Services.

