




KINGS TRANSIT AUTHORITY

# **VIDEO SURVEILLANCE POLICY**

Created and Approved: OCTOBER 2014

  
\_\_\_\_\_  
CHAIRPERSON

  
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GENERAL MANAGER

# Kings Transit Authority

## Audio Video Surveillance Policy

Kings transit Authority recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of Kings Transit employees, Passengers and property. Proper video surveillance, where deemed necessary, can be an effective means of helping to Keep Kings Transit buses and properties operating in a safe and secure manner. While video surveillance cameras are installed for safety and security reasons, the Audio/video surveillance systems must be designed and maintained to minimize privacy intrusion

### Notice of Use of Video Systems

In order to provide notice to individuals that video is in use:

1. The Kings Transit shall post signs, visible to members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds under video surveillance;
2. On the exterior of the buses near the front door to inform passenger of video surveillance before they board the bus
3. The notification requirements of this sign must inform individuals of:
  - the legal authority for the collection of personal information;
  - the principle purpose(s) for which the personal information is intended to be used; and

### Personnel Authorized to Operate Video Equipment

Only authorized personnel shall be permitted to operate video surveillance systems

### Video Equipment/Records

#### **Retention period**

All Kings Transit buses and facilities using video recorders will continually records for a period of up to 30 days depending on the recording device and technology before recording over the data. Recording data will not be saved unless there is a requirement for future use. Information saved for the purpose of an investigation may be saved for a period of one year.

#### **Record Identification**

All records (storage devices) shall be clearly identified (labelled) as to the date and location of origin including being labelled with a unique, sequential number or other verifiable symbol.

#### **Logbook**

Kings Transit Management shall maintain a logbook to record all activities related to video devices and records. Activities include all information regarding the use, maintenance, and storage of records and all instances of access to, and use of, recorded material, including the name of the person accessing the system. All logbook entries will detail staff name, date, time and activity. This logbook must remain in a safe and secure location with the video recording equipment. Only authorized personnel or a manager may remove this logbook from the secure location.

# Kings Transit Authority Audio Video Surveillance Policy

## Access to Video Records

### Access

Access to the video surveillance records, e.g. logbook entries, CD, video tapes, etc. shall be restricted to authorized personnel, and only in order to comply with their roles and responsibilities as outlined in the Security Video Surveillance Policy.

### Storage

All tapes or other storage devices that are not in use must be stored securely in a locked receptacle located in an access-controlled area.

### Formal Access Requests Process

All formal requests for video records should be directed to the General Manager. Requests are subject to the requirements of

### Access: Law Enforcement

If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete a Disclosure of Personal Information Form and forward it to the Executive Director, or designate. The Executive Director or designate will provide the recording for the specified date and time of the incident requested by the Law Enforcement Officer, subject to FOIPP exemptions.