

Video Surveillance Policy

Classification
Health,

6



Purpose 1 The Video Surveillance System is an integral part of security operations at the University of Calgary-Qatar. The purpose of this policy is to ensure the appropriate use of the Video Surveillance System and the personal information collected by the System.

Scope Surveillance System. It will be of interest to Employees, students and any other individuals who use campus facilities.

Definitions 3 In this policy:
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- d) Surveillance refers to a mechanical or electronic system or device that enables continuous video recording, observing or monitoring of space.

Policy Statement

4 Purpose for the Surveillance

4.1 The Video Surveillance System is intended to:

- a) discourage unlawful or anti-social behaviour of individuals on university premises;
- b) facilitate a safe and secure environment; or
- c) support any pending investigation of an observed or reported incident.

4.2 The information collected by the System may be used to:

- a) identify witnesses and offenders;
- b) apprehend and prosecute offenders; or
- c) provide evidence in a disciplinary hearing or criminal prosecution.

Nature of the Surveillance

4.3 Images will be recorded and stored by the Surveillance System via motion detection parameters. Captured images can be retrieved by an Authorized Employee to be used in the event that an incident is reported or an investigation is warranted.

Privacy

4.4 Cameras will be situated in identified hallways and corridors. Cameras will not monitor areas where individuals have a reasonable expectation of privacy such as offices spaces, prayer rooms, female gymnasium, residences or properties neighbouring the University of Calgary t Qatar.

Notification

4.5 Signs showing that a Video Surveillance System is in operation will be visible to Employees, students and visitors to the campus.

Security of the Video Surveillance System

4.6 Receiving equipment such as video monitors are housed in controlled access areas. Only Authorized Employees have access to these areas and the recorded footage.

Management of Recorded Information

