



CULTUS LAKE PARK

Corporate Policy

Section:	
Sub-Section:	
Title:	VIDEO SURVEILLANCE POLICY

APPROVALS

Approval Date: AUGUST 15, 2018	Approved by: Cultus Lake Park Board
Amended:	Approved by:
Amended:	Approved by:
Amended:	Approved by:

1. STATEMENT OF POLICY

Closed Circuit Video Surveillance, also referred to as CCTV, has been in use for many years by private companies and public institutions to serve as a deterrent with respect to criminal activity and conduct in relation to its staff members, customers and assets. Cultus Lake Park recognizes the need to strike a balance between an individual's right to be free from invasion of privacy and the Park's duty to promote a safe environment which protects the security of its staff members, citizens, Park resources and property.

2. PURPOSE OF POLICY

1. To ensure applications of video surveillance in Cultus Lake Park facilities and operations are authorized and are compliant with the British Columbia *Freedom of Information and Protection of Privacy Act (FOIPPA)*.
2. To improve and maintain the personal safety of our staff members and citizens by deterring criminal conduct in regards to harassment, assault, thefts or vandalism.
3. To facilitate the continued integrity, public confidence, security and protection of Park property and assets.

3. DEFINITIONS:

1. **"Cultus Lake Park or Park"** means the area within the Cultus Lake Park boundaries and the foreshore assigned to Cultus Lake Park by the Province of British Columbia.
2. **"Personal Information"** means recorded information about an identifiable individual, other than contact information.
3. **"Video Surveillance System"** means a mechanical, electronic, or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals, assets or property.

4. PRINCIPLES

Video surveillance will only be used for the protection and safety of staff members, customers, business partners, assets and property leased or operated by Cultus Lake Park. The Park may use covert video surveillance in exceptional circumstances, but will do so only in compliance with FOIPPA, and after other less intrusive security methods have been considered or attempted and have been found to be insufficient or unworkable. Where permitted by FOIPPA, video surveillance may be used as supporting evidence of employee misconduct where a formal investigation has been initiated.

5. RETENTION AND DESTRUCTION

All records (videotapes, still photographs, digital data, etc.) produced by surveillance systems will be kept in a secure area, not accessible to the public and managed appropriately to protect legal obligations and evidentiary values. Retention of the recorded video data is determined by the amount of available space with each unit's storage

capabilities and the type of medium used to store such data. Recorded video data will be retained for 30 days. Recorded material will automatically be recorded over, and thereby, deleted and purged at the expiry of the above retention period. Recorded data which has been saved to another medium for investigation or evidentiary purposes will be retained for at least one year after being used, so the affected individual has a reasonable opportunity to obtain access to their personal information. Such recorded data is to be destroyed after one year or after the affected individual has had access to the data, unless otherwise required for legal, administrative or other proceedings.

6. REQUESTS FOR VIDEO DATA OR IMAGING

All requests for video images from staff members or any other third parties must be submitted in writing advising of the rationale for such a request and the specific date and time period being requested. All requests must be submitted to the Chief Administrative Officer on the form attached to this policy as Schedule A.

7. DESIGNATED RESPONSIBILITIES

1. The Chief Administrative Officer is responsible for the overall video surveillance program for Cultus Lake Park.
2. The Manager of Visitor Services, Accommodations and Bylaw Enforcement is responsible for the daily security and operation of the respective video surveillance program in their areas. The Manager of Visitor Services, Accommodations and Bylaw Enforcement is to ensure that all video surveillance systems are properly installed, functioning, secured and cameras are installed in strategic locations.

8. OPERATION, ACCESS AND SECURITY

Video surveillance will be in effect 24 hours a day, 7 days a week on a regular basis without exception. Additional details on the type and location of surveillance throughout the Park may be obtained from the Chief Administrative Officer. Video surveillance equipment must be secure at all times and located in either a locked cabinet that is accessible only by authorized employees or in areas of the facilities that are not accessible to the public. Video surveillance applications will be accessed and monitored by authorized staff members only. Authorized employees are identified as the Chief Administrative Officer and the Manager of Visitor Services, Accommodations and Bylaw Enforcement, and current staff within the contracted Information Technology department and those designated to access the systems for legitimate reasons. When the system is accessed to obtain a record, a written log will be kept indicating who accessed the system and for what purpose. Any request by law enforcement representatives for access to video surveillance images or documentation must be received in writing (email is acceptable) and authorized by the Chief Administrative Officer. The only exception to this is if a law enforcement representative advises that an emergency exists relating to a public safety or life and death matter. In these circumstances, all viewing of video data by an unauthorized person must be constantly supervised by an authorized Park staff member.

9. SIGNAGE

Approved signage, informing residents, business partners and staff members of video surveillance will at a minimum, be posted at the following locations:

- Reception Counter of the Park Office, identifying the CCTV locations;
- Outside the Main Beach Washroom and at the Public Parking areas Lot A, B & C;
- Near the points of access at Sunnyside Boulevard Kiosk;
- Near the points of access at the Cultus Lake Plaza;
- At the Sunnyside Campground Gatehouse.

Signage will read “This area is monitored by video surveillance to protect persons and property. For further information contact the Freedom of Information & Protection of Privacy Head, 4165 Columbia Valley Highway, Cultus Lake, BC or 604-847-2040”.

Schedule A

Request to Access Video Surveillance Records Form

Requests to access records from the Cultus Lake Park video surveillance system must be submitted in writing on this form and submitted to the:

Chief Administrative Officer
Cultus Lake Park
4165 Columbia Valley Highway
Cultus Lake Park, BC
V2R 5B5

Fees for accessing, processing and severing the personal information of other individuals will apply. A minimum charge of \$25.00 is applicable upon submission, but additional fees based on the staff time required to process the request will be applied prior to release of the information. Applicants will be advised of the estimated costs prior to receiving the records.

Name of Applicant	
Address:	
Date, time of record(s) being requested	
Reason for Request	
Initial Fee received (\$25.00)	Y / N
Notes on Intake	
Application Received by:	