



## **AURORA PUBLIC LIBRARY BOARD**

### **VIDEO SURVEILLANCE POLICY**

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#### **1. INTRODUCTION**

Aurora Public Library strives to maintain a safe and secure environment for customers and staff. In pursuit of this objective, selected public areas of the library premises are under video surveillance. This Policy aims to ensure that, in adopting the use of security video surveillance cameras, the Library balances the security benefits derived from the use of video surveillance with the privacy rights of the individual.

#### **2. POLICY OBJECTIVES**

In the daily operation of Aurora Public Library premises, the safety of property, visitors, and employees is protected and maintained by conventional means such as: alert observation by staff, security-conscious design of library locations, safe behaviour training for staff and the consistent application of the Library's Code of Conduct Policy.

However, in some circumstances the additional protection provided by surveillance cameras is essential in maintaining the lawful and safe use of library facilities. The Video Surveillance Policy provides direction concerning the context and protocols within which the Library installs and operates surveillance cameras. The Policy ensures that the Library follows the guidelines set out by the Information and Privacy Commission of Ontario, and the privacy requirements of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), without compromising the safety and security of Library visitors, staff and premises.

#### **Signage and Notification**

Signage notifying staff and the public of the Library's use of security cameras will be posted where applicable.

#### **3. POLICY PRINCIPLES**

1. Video surveillance cameras are installed on the exterior and interior of the Library, in public areas only. These cameras are maintained by the Town of Aurora and as such are subject to Town Policies and Procedures.
2. Video recordings will be viewed only to investigate a pre-defined occurrence, for example, vandalism, theft, break-in, or a violation of the Library's Code of Conduct Policy. Viewings are restricted to authorized staff, as designated by the Director overseeing Facilities for the Town of Aurora. The video recordings

will remain the property of the Town of Aurora, will be treated as confidential and will be securely stored.

3. Access to video recordings from security cameras shall be limited to the Manager of Facilities, and the Supervisor of Facilities. Law enforcement officials shall be granted access to the image record for the specified date and time requested, subject to MFIPPA exemptions.
4. Surveillance system misuse shall be addressed on a case-by-case basis by the Director overseeing Facilities and Human Resources for the Town of Aurora.
5. Recordings will be saved for thirty (30) days and automatically deleted, unless being used in an ongoing investigation.
6. A Library staff member who becomes aware of any unauthorized disclosure of a video recording in contravention of this Policy, and/or a potential privacy breach, has a responsibility to ensure that the CEO is immediately informed of the breach. The CEO or designate will notify the Manager of Facilities who will take all reasonable actions to limit any exposure and restore confidentiality.
7. A breach of this Policy may result in disciplinary action up to and including termination of employment.
8. MFIPPA provides individuals with a right to access data held about them, including those obtained by video surveillance. Severing the personal information in a recording (including technological blurring or blocking of the identity of others) may be necessary to allow individual access. Requests for access are to be directed to the CEO who will forward the request to the Facilities Manager, Town of Aurora.
9. A staff member receiving an inquiry from the public regarding the Video Surveillance Policy will direct the inquiry to the Manager on duty or the CEO.

### **Related Policies**

1. APLB Code of Conduct
2. APLB Privacy Policy
3. Town of Aurora – Security Camera Access Protocol

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