	Council Policy		
	Classification Administration & Finance		Policy No. AF 6.9
	Policy Title Security Cameras		
	Approved By: Council	Effective Date: July 6, 2017	Revisions:

Purpose

To establish a standard procedure with respect to the collection, use, and retention of personal information captured by security cameras so the public can have an expectation of consistency.

Statement

Security cameras may be installed in identified County facilities where surveillance is a necessary and viable measure for the detection or deterrence of aggressive behavior and/or criminal activity.

Procedures

Installation

1. This equipment shall not be positioned to monitor areas outside of the County of Stettler's property or control, unless necessary to protect County assets or ensure personal safety.
2. No monitoring shall take place in areas where the public or employees have a reasonable expectation of privacy, including but not limited to bathrooms and change rooms.

Public Awareness of Security Cameras

3. The public will be notified of the presence of security cameras, using clearly written signs prominently displayed at public entrances to monitored areas.

Access to Security Equipment and Use of Personal Information

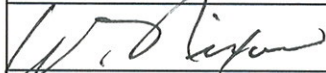
4. Only authorized staff will have access to security equipment, software management, and video records. This authorization will be established by the Chief Administrative Officer.
5. Video information captured by cameras will be transmitted over the County's private network to a secured server located in a locked room or cabinet. Only authorized staff will have access to the storage device.

6. All access to, use of, or disclosure of video records must be authorized by the Chief Administrative Officer.
7. The video information collected through security cameras is to be used for the following situations only:
 - a. To investigate an incident involving the safety or security of people, County facilities, or County assets;
 - b. To provide law enforcement agencies related to an incident under police investigation;
 - c. To provide evidence as required to protect the County's legal rights;
 - d. To respond to a request for information under the Freedom of Information and Protection of Privacy Act;
 - e. To investigate an incident or allegation of serious employee misconduct; or
 - f. To investigate an incident involving an insurance claim.

Ownership and Retention of Personal Information

8. The County of Stettler retains custody and control of all original video records not provided to law enforcement.
9. With the exception of video records retained for criminal, safety, or security investigations or evidentiary purposes, the County will not retain a copy of video recordings for longer than the retention period as outlined in the County of Stettler's Records Retention and Classification Schedule.
10. The County of Stettler will take all reasonable efforts to ensure the security of the video records in its custody and control and ensure their safe and secure destruction.

Policy Authorization

Reeve Signature	Effective Date	Resolution Number
	July 6, 2017	220.07.06.17