

APPENDIX D
Checklist for Video Surveillance System

POLICY 1060

Page 1 of 2

Information adapted for NBPLS from the document **Best Practice: Video Surveillance**, published by the Office of the Access to Information and Privacy Commissioner of New Brunswick. April 2014.

Proper Uses

- The video surveillance system is to ensure the safety of the public or enforce the law.
- The video surveillance system supplements less intrusive forms of surveillance.
- The cameras do not view the inside of areas where the public and employees have a higher expectation of privacy (e.g. washrooms).
- The surveillance system is not used for observation purposes (i.e. spying).

Openness and Transparency

- The public have been advised of the purpose of the surveillance.
- The library board has been consulted **as a representative of the public**.
- If any changes arise in the future with the system, there is a plan in place to inform the public.
- Signs have been posted to indicate the locations of the surveillance cameras.
- The cameras cannot be manipulated or adjusted by unauthorized users

Security

- Surveillance footage (recorded information) remains protected at all times.
- Video feeds are encrypted to reduce the risk of unauthorized access.
- Only authorized employees (in limited number) have access to the recorded information.
- Strong and clear policies are in place regarding the protection of the collected information.
- Staff have been made aware of the requirement to comply with all policies.

APPENDIX D
Checklist for Video Surveillance System

- Annual audits are scheduled and conducted by the Library Manager/Director to ensure the security of the system and its efficiency.

Storage and Retention

- The surveillance footage is securely stored in a locked or controlled-access area.
- Surveillance footage is retained, stored and securely destroyed (e.g. overwritten) based on a scheduled cycle. When footage is requested under section 6.3 of NBPLS Policy 1060, the specific timeframe in question is retained according to the Government of New Brunswick's **Classification Plan and Retention Schedule for Common Records**.
- A logbook is kept to record all individuals who enter and exit the areas of the recordings in the event there is a privacy breach.
- All video feeds are encrypted. By encrypting video feeds, there is less of a risk that unauthorized users could access the information. When a video feed is not encrypted, it is possible to purposefully (or even accidentally) intercept the signal with a wireless device.