

## **Video Surveillance Policy**

### **1. Purpose**

This policy provides guidance in the responsible use of video surveillance on The Arts Station premises. The purposes of video surveillance are to: Enhance the safety of Arts Station attendees, staff and general public including harassment; Protect Arts Station property against theft, vandalism and other criminal activity; Misuse of The Arts Station facilities; Aid in the identification of intruders and other persons breaking the law. Information obtained through video surveillance will be used by FDAC for the above reasons and shared with law enforcement purposes in relation to criminal activity.

### **2. Scope**

This policy applies to The Arts Station facility at 601 1st Avenue Fernie BC V0B 1M0. The policy applies to all attendees, staff and general public who enter the building.

The policy does not extend to the inside of the Blue Toque Restaurant as an independent sub-let. Proprietors of the Blue Toque and their employees are subject to be recorded in shared areas and the policy applies in this context. Shared areas include but are not limited to entrance/exits, hallways and basement storage areas.

### **3. Policy**

Video monitoring of Arts Station premises will be conducted in a professional, ethical and legal manner.

Video surveillance programs will be used only where circumstances have shown that it is necessary for the purposes of enhancing the safety of attendees and staff, for the deterrence of theft or destructive acts, such as vandalism and graffiti or misuse of the facilities.

Video surveillance will be designed and operated in a manner that minimizes privacy intrusion and which is absolutely necessary to achieve its required lawful goals.

Video surveillance will not be used inside areas where attendees, employees and the public have an unusually high expectation of privacy (e.g. in washrooms and change rooms).

Arts Station attendees, staff and the public will be notified, using clearly written signs, displayed at the entrance to the premises, so that each person has reasonable and adequate warning that surveillance is, or may be, in operation.

No attempt will be made to alter any part of a recording.

Recordings are kept for 7 days in the security camera cloud storage and then automatically deleted. Videos will only be saved if there is an incident that has occurred. The recording will be deleted once the incident has been dealt with.

Viewing of the recorded information will be limited to the following authorised Arts Station personnel:

- Executive Director
- Designated FDAC staff as required
- FDAC Board of Directors
- And other persons with specific expertise which is directly relevant to an investigation, as approved by the FDAC Chair.

Where a review of record information indicates that unlawful activity has occurred or is suspected, law enforcement agencies will be brought in to view that recorded information. When a recording is seized as evidence, the name of the investigating officer and date and time of seizure will be recorded and retained in a log book.

**References:**

[https://www.priv.gc.ca/en/privacy-topics/surveillance/video-surveillance-by-businesses/gl\\_vs\\_080306/](https://www.priv.gc.ca/en/privacy-topics/surveillance/video-surveillance-by-businesses/gl_vs_080306/)

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00\\_03063\\_01](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_03063_01)