

- a) monitor and record building perimeter, access to buildings and stairwells, lobbies and corridors, common areas of buildings, special storage areas, and other high risk activity areas;
- b) verify security alarms, intrusion alarms, exit door controls, hold-up alarms;
- c) to support and/or conduct investigations (Non-academic Misconduct, workplace, criminal etc);
- d) examples of workplace investigations could include property damage, harassment incidents, assaults, slips and falls
- e) Video recording under this Policy is conducted in accordance with the following principles:
- f) Video recording must be conducted in accordance with the laws of Ontario and Canada;
- g) Workplace investigations requiring the use of video recording should refer to the Electronic Monitoring Transparency Policy
- h) Video recording and any use of live feed must be conducted in a professional, ethical and legal manner;
- i) No audio will be recorded;
- j) Staff who are given access to the camera recordings must be appropriately trained and supervised in the responsible use of the cameras and recording equipment;
- k) As part of the training, staff must be given a copy of this Policy and the procedures developed under this Policy;
- l) The recording medium must be handled in a manner that provides continuity and security of the recorded information;
- m) All recorded information shall be retained for a period set out in the

either live or recorded, training personnel, ensuring proper supervision, maintaining confidentiality of recorded images, and ensuring the placement of proper signage. Reference the associated Procedure for additional details.

The [H&A Security Committee](#) shall develop procedures that will govern the approval, installation, operation and management of video recording equipment, and for the proper training of staff using such equipment.

The procedure shall be reviewed on an annual basis by the H&A Security Committee in order to accommodate developments in the interpretation of the provisions of data protection legislation, developments in technology involved in recording of images, developments in the use of such technologies, and to ensure that the procedure complies with all applicable laws and University policies, including laws and policies relating to privacy and access to information.

Inquiries with respect to Video Recording may be directed to the Director, Facilities & Infrastructure, Housing and Ancillary Services. The Director, Facilities & Infrastructure will be responsible for maintaining a list of all camera locations and the placement of proper signage.

The Manager, H&A IT will be responsible for maintaining user access through the creation and deletion of user accounts.

The Manager, Residence Conduct and Support maintains a record of all training provided under this policy including: who conducted the training, who received the training (name and role), and the date of the training. The record will be kept in the H&A Security Committee Microsoft Team.

Related Policies, Procedures, Guidelines:

CONFIDENTIALITY

- ◁ Video recordings are confidential and should not be viewed by persons unless authorized to do so.
 - Student employees may be shown images or short clips without context for identification purposes.
 - Students living in residence may be shown relevant clips of themselves during an investigation but will not have files sent to them.
 - Video clips may be attached to incident reports as part of an RL&S investigation and/or sent to SCO to assist with ongoing investigations.
- ◁ Video recordings should not be shared with external parties unless required to do

so and/or through any University-level information sharing agreements. The Executive Director, Housing and Ancillary and the Director, Residence Life and Services or their designates shall be informed of all sharing of recordings and images to external parties.

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RETENTION OF RECORDINGS

Recordings will be retained for 30 days.

VIDEO RECORDING ACCESS

All persons who have authority to view live recordings shall be trained in proper use of video recording cameras in accordance with this Policy and Procedure.

Role

Contact: Director, Facilities & Infrastructure, Housing & Ancillary Services

Date for Next Review : 9/3/25

