

Municipality of Cumberland Policy 08-03

Video Surveillance Policy

Purpose

1. The purpose of this policy is to identify the areas of the Municipal Building and parking lots that are to be covered by video surveillance, monitoring of the equipment and retention and release of the data collected.

Areas Covered and Intent

2. The two areas of the upper front public lobby adjacent to the service counters will each be covered by camera with the intent that people being served at the counters can be identified and their behavior recorded in the event of a disagreement or abusive incident.
3. The public area outside the Council Chambers and the hallway area leading to the public washrooms will each be covered by a camera with the intent that people in those areas can be identified and their behavior recorded in the event of any altercation or abusive incident.
4. The area of the upper parking lot adjacent to the front entrance will be covered by a camera so that any individuals involved in incidents, damage to property or abusive behavior can be identified and their behavior recorded.
5. The area of the lower parking lot, in front of the Public Works garage will be covered by a camera with the intent that any persons causing damage to Municipal vehicles or equipment in that area can be identified and their behavior recorded.
6. As a deterrent to any improper or illegal activity in the covered areas, signs clearly indicating the existence of the video surveillance will be posted.

Monitoring

7. None of the cameras will be monitored on a real time basis as that is not required to fulfill the intent of the surveillance

Data Retention and Release

8. All data recorded by the surveillance cameras will be retained for seven days, and unless a reason to retain the data has been received during that time, will then be destroyed or deleted.
9. If any written request is received before recorded data has been destroyed, the data will be retained until the issue has been resolved.

Municipality of Cumberland Policy 08-03

10. Upon written request from any person for a copy of data containing their own image, if that data has not been destroyed, a copy of the portions of the data containing that person's image will be made and provided to them.

<u>Clerk's Annotation For Official Policy Book</u>	
Date of Notice to Council Members of Intent to Consider [7 days minimum] <u>April 14, 2008</u>	
Date of Passage of Current Policy: <u>April 23, 2008</u>	
I certify that this Policy was adopted by Council as indicated above.	
<u>Brenda Moore, Clerk</u>	<u>April 29, 2008</u> Date