



## CITY OF YELLOWKNIFE

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Policy Title: **SECURITY CAMERA POLICY**  
Approved By: **Council Motion #0030-18**  
Effective Date: **February 12, 2018**  
Amended: **June 2019**

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### 1 INTRODUCTION

The City of Yellowknife (the “City”) recognizes the delicate balance between (1) the need to protect the safety and security of the public, City employees and City property and (2) an individual’s right to be free from invasion of privacy. In respecting this balance, the City is committed to ensuring and enhancing the safety and security of the public, its employees and property by integrating security best practices with the responsible use of technology.

This policy has been developed in accordance with the *Personal Information Protection and Electronic Documents Act*, SC 2000, c 4.

### 2 PURPOSE

The purpose of this policy (the “Policy”) is to set guidelines for the establishment and use of Security Camera Systems on City property. Specifically, this Policy addresses requirements and responsibilities with respect to:

- a) the establishment of Security Camera Systems;
- b) the operation of Security Camera Systems;
- c) the use of information obtained through Security Camera Systems; and
- d) custody, control and access to records created through Security Camera Systems.

### 3 DEFINITIONS

In this Policy:

**“Authorized Employee”** means an individual authorized by an approved Security Camera Plan to have access to a particular Security Camera System.



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| <b>“Camera”</b>                 | means video technology of any kind whatsoever that enables the continuous or periodic observation, monitoring or recording of individuals, and includes any related audio information. |
| <b>“Employee”</b>               | means an employee of the City and any person who volunteers for the City on an ongoing basis.  |
| <b>“IT Division”</b>            | means the Information Technology Division of the City, or any successor of that Division.  |
| <b>“SAO”</b>                    | means the Senior Administrative Officer of the City.   |
| <b>“Security Camera Plan”</b>   | means a written plan governing the use of a particular Security Camera System which sets out why it is necessary and how its use will conform to this Policy.                          |
| <b>“Security Camera System”</b> | means a Camera, or set of Cameras, that are used to monitor a particular area.   |
| <b>“Security Information”</b>   | means any information, including without limitation video, audio, and still images, produced or captured by a Security Camera System.  |
| <b>“Specific Issue”</b>         | means the issue giving rise to the need for a Security Camera System as set out in the relevant Security Camera Plan.  |

## **4 POLICY**

### **4.1 Purpose of Security Camera Systems**

Security Camera Systems will only be installed and used for one or more of the following purposes:

- a) safety of the public;
- b) safety of Employees;
- c) protection of City property; or
- d) preventing unauthorized use of City facilities.

### **4.2 SAO Approval**



Prior to establishment and use, all Security Camera Systems must be approved by the SAO by way of a Security Camera Plan.

#### 4.3 Requirements

A Security Camera System must:

- a) only be established and used when:
  - i. it is demonstrably necessary to address a Specific Issue;
  - ii. it is likely to be effective in addressing the Specific Issue;
  - iii. the loss of privacy is proportional to the need to address the Specific Issue; and
  - iv. there are no feasible less privacy-invasive ways of addressing the Specific Issue;
- b) be accessible to as few Employees as necessary to address the Specific Issue;
- c) only be accessible by Authorized Employees, the SAO, the City's solicitor, designated members of the IT Division, and other individuals whose access is deemed necessary by the SAO;
- d) only be used to monitor the areas set out in the relevant Security Camera Plan;
- e) where possible, restrict the periods when observing, monitoring or recording will occur to times when there is a demonstrably higher likelihood of the Specific Issue occurring; and
- f) not be used in areas where the public and Employees have a higher expectation of privacy (e.g. change rooms and washrooms).

#### 4.4 Notice

Individuals whose image may be captured by a Security Camera System must be personally notified of its use or notified by way of signs posted in accordance with Section 4.5 of this Policy.

#### 4.5 Signage

Signs must be posted at all public entrances to a facility where Security Camera Systems are used and in prominent places where the surveillance is occurring. At a minimum signs must contain the following information:

- a) a statement that images are being monitored and/or recorded;
- b) the purpose of the Security Camera System;
- c) that the City is responsible for the Security Camera System; and
- d) the title and contact information (including phone number) of the person within the City responsible for overseeing the Security Camera System.



4.6 Use of Security Information

Security Information must only be used for the purpose for which the Security Camera System was established.

4.7 Custody of Security Information

Except as set out in Section 4.8 of this Policy, all Security Information will remain in the custody and control of the City.

4.8 Disclosure to Third Parties

Security Information must only be disclosed to third parties, including without limitation members of the public and the RCMP, in accordance with applicable legislation.

4.9 Obligation to Report a Breach.

Any Employee who becomes aware of a breach of any of the Security Camera Documents must immediately inform a manager, director or the SAO.

## 5 APPLICATION

This Policy applies to

- a) all Employees; and
- b) all contractors who may have access to a Security Camera System.