

**Georgina Public Library
Library Board Meeting
Agenda**

****Addendum****

October 19, 2023 @ 7:00 p.m.

Keswick Branch

14. New Business

a.

ii. Policy Review: Video Surveillance Policy

Recommendation:

That the Georgina Public Library Video Surveillance Policy be rescinded.

Georgina Public Library Board Policy Manual

Policy Title: Video Surveillance

Intent

In the interest of the safety and security of library buildings and all who enter, the responsible guardianship of publicly funded resources, and the most effective use of staff time, video surveillance cameras have been installed in vulnerable areas of library branches. This may include both interior and exterior areas.

This policy is in force to deter public endangerment, vandalism, theft, and mischief, and to identify those individuals involved in such activity for law enforcement and Library Code of Conduct enforcement purposes, while adhering to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the guidelines set out by the Information and Privacy Commissioner (IPC) of Ontario.

Regulations

1. Notification to the Public
 - a. Clearly worded, prominently displayed signs, including a graphical depiction, shall be posted at library entrances to ensure visitors have reasonable and adequate warning that surveillance is or may be in operation on-site.
 - b. Signage shall include the legal authority for the use of video surveillance equipment, and the primary purposes for which the information is intended to be used.
 - c. The title, business address, and business telephone number of the Library Director/CEO will be posted to answer any questions from the public about video surveillance.
 - d. Information from a, b, and c above shall also be posted on the Library's website.

2. Use of Video Surveillance Equipment
 - a. Reception and monitoring equipment is located in secure locations at each branch.
 - b. Access to reception and monitoring equipment is password-protected and limited to members of the Library's Management Team, Facilities Management Team, and others only as authorized by the Director/CEO or designate. The video surveillance equipment will be dedicated to that use only and under no circumstances will be used for any other duties.

Georgina Public Library Board Policy Manual

- c. The Library Director/CEO, members of the Library Management Team, and members of the Facilities Management Team are authorized to monitor and operate the video surveillance equipment. Video surveillance will be in effect 24 hours per day (with motion sensor).
- d. Access will be given by authorized staff to any agency or individual, e.g. police, retained by the Library to use the information gathered for investigative purposes in order to perform duties related to their job.
- e. The system will be secure and will only be viewed by those authorized to do so.

3. Use of Records

- a. Recorded data is stored on a hard drive located with the recording equipment in each library facility.
- b. Access to the recorded data is limited to the people listed above who need the information in the performance of their duties.
- c. Logs will be kept of all instances of access to, and use of, recorded data to enable a proper audit trail.
- d. The information recorded on the equipment will only be used under the following circumstances:
 - i. Viewed for police reportable events e.g. break-ins, theft, or vandalism.
 - ii. Viewed for administrative actions e.g. viewing incidents that may lead to banning individuals from the building due to cases of public endangerment, vandalism, theft, or violation of the Library's Code of Conduct.
- e. Records will be viewed only to investigate a pre-defined occurrence. Records will be reviewed first by 2 members of authorized staff to determine if the incident is Administrative or Police reportable. If the incident is determined to be Police reportable, appropriate action will be taken. The information viewed will remain the property of Georgina Public Library and will be treated as confidential and stored as noted in point 3 a.
- f. Normal retention period for records is 30 days followed by destruction by erasing data from the hard drive(s), unless required for evidence. Records required for evidence shall be saved to a secure digital file and stored in a secure environment. Such records will be destroyed when no longer required for evidence.
- g. The Library Director/CEO will be responsible for the Library's privacy obligations under MFIPPA.

4. Dealing with a Breach of Privacy

Georgina Public Library Board Policy Manual

If a privacy breach has occurred (loss, theft, or inadvertent disclosure of personal information) immediate action must be taken as follows:

- a. Identify the scope of the breach and take steps to contain the damage, (e.g. retrieve copies of recorded information, determine if unauthorized access to the video surveillance system has occurred, etc.).
- b. Immediately notify the Library Director/CEO or designate of the breach.
- c. The Library Director/CEO or designate shall inform the IPC through the Town of Georgina Clerk's office.
- d. If applicable, notify individuals whose personal information has inadvertently been disclosed.
- e. Conduct an internal investigation into the matter, report on the findings, and promptly implement any recommendations. This investigation should include a review of the circumstances surrounding the event as well as the adequacy of existing policies and procedures in protecting personal information, with the goal of preventing potential future disclosures.
- f. Try to resolve a complainant's concerns informally at the onset of the complaint.

5. Training

All Library staff will be made aware of their obligations under MFIPPA and IPC guidelines, and training will be conducted accordingly.

6. Policy Review

The Library Board will review and evaluate the Library's video surveillance policy as required.

7. Compliance

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Presentation:	August 16, 2007
Board Adoption:	August 16, 2007
Board Review:	January 2017; March 23, 2023