

Parts 1 to 3 to be completed by the Department or individual requesting installation of a CCTV camera.

PART 1 - BASIC INFORMATION

1a. Name of Capilano University Department or individual requesting installation of cameras.

1b. Contact person:

Name: Carrie Whitworth

Position: Accessibility Services DDA

Tel. #: 604.983.7526

E-mail : carriewhitworth@capilanou.ca

1c. What is the legitimate business need or intent of the University for installing cameras?

-We currently have two cameras in two of our exam rooms. **Schedule 15** [redacted] and [redacted]

-We would like cameras in two of other exam rooms. **Schedule 15** – Net New Cameras and Locations

1d. Is surveillance of the area necessary? Please explain.

-yes, due to the location and distance from our main office [redacted]

-monitor students in real time during the exams

-to ensure exam integrity

-adequately invigilate exams

-alert Accessibility Services employees of academic misconduct

-deter students from cheating on their examination

-cameras in closed door exam rooms follows (Accessibility Services) best practice

1e. Have other less invasive options been considered? Please explain.

-we currently have been approved for cameras in two of our exam rooms, we are now requesting additional cameras

1f. Describe area(s) to be monitored and placement of cameras. *Please provide a copy of any diagrams.*

S. 15 – designated Accessibility Services exam space, seats up to 9 people
[redacted] – designated Accessibility Services exam space, seats up to 6 people

1g. How many surveillances cameras will be installed?

- two to four
- two in the new locations
- possibly two to update the current locations **Schedule 15**

1h. Is the monitored area a high public traffic area? Please explain.

- no, these are designated Accessibility Services exam rooms
- permission to use these rooms by others must be granted by Accessibility Services

1i. Will the cameras be positioned so that there is minimal intrusion to personal privacy? Please explain.

- yes, the camera is to be positioned so it views the seating area only

1j. Will the area under surveillance have visible notification to inform the public that they are entering an area that is being monitored? *Please attach a copy of proposed notification wording, e.g. "This area is monitored by video surveillance cameras. For further information contact Security at 604.984.1763").*

- yes

1k. Has Security been notified regarding the installation of surveillance cameras? If yes, who is the contact person at Security?

- This form will be sent to Security requesting installation of the cameras
- Graeme Kennedy

1l. Is the installation of video surveillance for a time-limited investigation into alleged criminal conduct?

If yes, who will be notified of the installation?

How long will the surveillance be in operation?

Are the police involved?

- no

PART 2 - RETENTION AND DESTRUCTION OF INFORMATION

2a. How will the recorded information be stored and accessed?

- recording is not required
- if possible, block this option
- the cameras in **Schedule 15** do not record

As per Capilano University security standards

2b. Who will have access to the recorded information?

- Accessibility Services employees only

As per Capilano University security standards

2c. How long will the recorded information be retained if there has been no incident or no incident reported?

-N/A

As per Capilano University security standards

2d. How long will the recorded information be retained if there has been an incident or if an incident has been reported (*minimum one year*)?

-cameras will not be used for incident basis

As per Capilano University security standards

2e. Once the recorded information no longer needs to be retained how will the information/tapes be destroyed? Please explain process.

-N/A

As per Capilano University security standards

2f. What is the process in place for viewing the recorded information? Please explain.

-N/A

As per Capilano University security standards

2g. What measures are in place for security during the viewing of the recorded information?

-N/A

As per Capilano University security standards

PART 3 - SECURITY ARRANGEMENTS

3a. Are there reasonable security measures in place to protect against unauthorized access or disclosure of the surveillance information? Please explain.

[e.g. authorized access, audit trail, passwords, secure electronic network encryption, etc.]

Yes. As per Capilano University security standards

3b. Is there an on-going audit process that can track use of the system? Please explain.

Yes. As per Capilano University security standards

3c. Does the audit identify inappropriate access to the system?

-N/A

After completing parts 1 to 3, please forward completed form to the Vice-President, Finance and Administration

Part 4 - OFFICE OF THE VICE-PRESIDENT, FINANCE & ADMINISTRATION FOR REVIEW

This section to be completed by the Office of the Vice-President, Finance & Administration

1. Has the department considered less invasive options to video surveillance?

2. Is there proper notification to the general public that the area is under surveillance?

3. Are there satisfactory security measures in place for the retention and storage of the recorded information?

VP-Finance and Administration

Date

Part 5 - REVIEW BY PRIVACY OFFICER

This section to be completed by the Privacy Officer:

- Discussed with Vice-President, Finance & Administration
- Request meets the Privacy requirements
- Use of video surveillance is authorized
- Use of video surveillance is NOT authorized

COMMENTS

Privacy Officer

Date

Original: Privacy Officer
cc: VP, Finance and Admin
Security
Requestor