



Summer Village of Sundance Beach

Administrative Policy

Number	Title		
2024-02	Surveillance in Public Areas Policy		
Approval	Originally Approved	Last Revised	
(CAO initials)	Resolution No:	2024-112	Resolution No:
	Date:	Nov. 7, 2024	Date:

Policy Statement

The Summer Village of Sundance Beach recognizes the need to balance an individual’s right to protection of privacy with the Summer Village’s duty to promote a safe environment for all citizens and to protect property within the Summer Village of Sundance Beach. The object of visual and audio surveillance recording in public areas is to assist law enforcement in apprehending those committing crimes against both persons and property, as well as to discourage those who may consider committing crimes.

Definitions:

1. FOIP means the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.f-25*.
2. Personal Information is defined in *Section 1(1)(n) of FOIP* as recorded information about an identifiable individual. It includes the individual’s race, colour, national or ethnic origin; the individual’s age or sex; the individual’s inheritable characteristics; information about an individual’s physical, mental disability; and any other identifiable characteristics listed in that Section.
3. Record is defined in *Section 1(1)(q) of FOIP* as a record of information in any form and included books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner.
4. Storage Device refers to the secure system used to keep records.



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General Principles

1. This policy allows for the installation and use of visual surveillance equipment in public outdoor spaces only.
2. The use of surveillance cameras is for the collection of personal information for the purposes of law enforcement under *Section 33(b) of the FOIP* to deter both property crimes and personal crimes.
3. The Summer Village of Sundance Beach under its' mandate contained in the *Municipal Government Act* has the authority to place and operate the use of surveillance cameras and as accountable for the collection, use, disclosure, security retention and disposal of information.
4. All personal information and data obtained through this project will be property of the Summer Village of Sundance Beach.
5. The Government of Alberta, *Guide to Using Surveillance Cameras in Public Places, Revised 2004*, and as further amended will be followed.

Procedures:

Designing and Installing Surveillance Equipment

1. Video cameras may be installed in public areas where surveillance is a necessary and viable detection or deterrence of criminal activity.
2. Cameras shall be positioned in such a way that they only monitor public property and areas.
3. Only persons authorized by the Chief Administrative Officer (CAO) shall have access to the system.

Public Awareness of Cameras

1. The public shall be notified that they may be under surveillance through sign(s) displayed at the perimeter of surveillance areas.
2. The wording on the public notice signage will be as follows:

Warning

Activities in this area may be recorded by Video Surveillance
For information contact the SV of Sundance Beach
(780) 389-4409

Use, Disclosure and Retention of Personal Information

1. All recording shall be stored securely in a controlled access area.



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2. Access to the storage area shall only be by personnel authorized by the Chief Administrative Officer (CAO).
3. Images captured will be kept until written over by the device, unless requisitioned by an individual under the FOIP or by the RCMP as part of a criminal investigation.
4. If the images are disclosed to the RCMP, they shall be retained for a minimum of one year pursuant to *Section 35(b) of FOIP*.
5. An individual who is the subject of the information has a right to access their recorded information. Access may be granted in full or in part depending upon whether any of the exceptions in FOIP apply and whether the excepted information can reasonably be severed from the record.
6. All access requests shall be made to the Chief Administrative Officer (CAO), who will consider the request.
7. Storage of images kept for the maximum time must be securely erased.
8. A record log will be kept of instances of access to, disclosure, and use of recorded material. Personal information/images will only be disclosed to Law Enforcement Agencies, and only for Law Enforcement purposes.

Revisions:

Resolution Number	MM/DD/YY