



Section Use of Video Surveillance Systems on a School Bus		Page 1 of 2
Transportation - Safety		Date October 2005 Revised August 16, 2010
Policy	The Sudbury Student Services Consortium authorizes the use of video surveillance systems on school buses to enhance the safety of students and staff; to protect property against theft and vandalism; and to help identify intruders and persons breaking the law.	
Operational Procedure	<p>Any agreement between the Sudbury Student Services Consortium and the Operators shall state that the records created while delivering a video surveillance program are under the Sudbury Student Services Consortium's control and are subject to the <i>Personal Information Protection and Electronic Documents Act</i>.</p> <p><u>The Responsibilities of the Sudbury Student Services Consortium</u></p> <p>The Sudbury Student Services Consortium shall:</p> <ol style="list-style-type: none"> 1. ensure that the records created while delivering a video surveillance program are under the Sudbury Student Services Consortium's control and are subject to the <i>Personal Information Protection and Electronic Documents Act</i>. 2. provide training to school bus Operators on the correct and lawful use of video surveillance systems; 3. audit for compliance; 4. inform parents or guardians that a video surveillance system may be used on school buses; 5. be solely responsible to obtain information from the surveillance videos. 6. ensure that the use of a video surveillance system relates to its intended use and no other purpose; and 7. ensure that the established procedures for the use of video surveillance systems are respected. <p><u>The Responsibilities of the School Bus Operators</u></p>	

The School Bus Operators shall:

1. be responsible for the proper and legal operation and maintenance of the video surveillance equipment as authorized by the Sudbury Student Services Consortium; and
2. ensure that a sign is prominently displayed at the front of the school bus to inform persons that surveillance is, or may be, in operation.

Access, Use, Disclosure, Retention and Disposal of Video Surveillance Records

1. Access to hard drives from school bus video cameras is controlled by the Sudbury Student Services Consortium's designate.
2. Each School Bus Operator will designate one person who will have a key to extract the hard drive.
3. The hard drive can only be delivered to the Sudbury Student Services Consortium's designate.
4. Logs will be kept of all instances of access and use of recorded material so as to provide for a proper audit trail.
5. The retention period for information that has not been viewed shall not exceed 30 days. Records will be maintained in accordance with the *Personal Information Protection and Electronic Documents Act*.
6. The Sudbury Student Services Consortium will store and retain those storage devices containing recorded video tapes and CDs that are required for evidentiary purposes according to standard procedures until law enforcement authorities request them. These tapes and CDs are to be stored in a secure location. A storage device release form must be completed before any storage device is disclosed to appropriate authorities. The form will indicate who took the device, under what authority, when the disclosure occurred and whether or not it will be returned or destroyed after use.
7. Old storage devices must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved. Disposal methods could include shredding, burning, or magnetically deleting the personal information. A Storage Device Disposal Record is to be completed. The Device Disposal Record Storage will state the date and method of disposal as well as the name and position of the person responsible for disposing of the records.

