



City of Kelowna
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Video Cameras Use - Law Enforcement, Safety, Security

APPROVED November 27, 2006

Contact Department: Corporate & Protective Services

Guiding Principle

The City of Kelowna is committed to leading in the development of a safe community and will use video cameras for law enforcement purposes to enhance safety and security for the public, and protect City assets.

Purpose

To provide the criteria for placement and use of City of Kelowna operated video cameras as they relate to law enforcement, safety and security.

Application

This policy applies to all city operated video cameras intended for law enforcement, safety, and security; and the records, including images, created by the cameras.

Out of Scope

This policy does not apply to camera use, images and records for operational uses including but not limited to: condition assessments, real estate records, community planning, building inspections, communications, promotional material, training videos, use of handheld cameras, cameras for the purpose for traffic management, or cameras in City owned facilities and spaces where the records, including images, are not the property of the City.

Policy Statements

1. The City Manager, or designate, will approve the placement of cameras to benefit law enforcement, safety, and security without undue intrusion to privacy.
2. The City Manager, or designate, will approve and maintain a list of authorized staff, contractors and/or agents that can review recorded information or make a copy of images or video.
3. Each camera, or set of cameras, will have an associated Privacy Impact Assessment and Video Camera Operation Policy that together will specify how the camera or set of cameras enhance law enforcement, safety and security.
4. All personal information collected by video cameras will be managed in accordance with the *Freedom of Information and Protection of Privacy Act* with use and access to records by an authorized contractor or agent governed by a written agreement with the City and in accordance with the *Act*.
5. Access permissions will be granted for specific cameras or set of cameras only where a business need related to law enforcement, safety and security is identified and in accordance with the *Act*.
6. Records will be secured with the appropriate collection, use, disclosure and retention to follow the requirements of **Bylaw No. 10400 - City of Kelowna Corporate Records and Information Management Program**.
7. The Freedom of Information and Protection of Privacy Head as designated in **Bylaw No. 9682 - Freedom of Information and Protection of Privacy** will review each Privacy Impact Assessment and Video Camera Operation Policy annually.

Amendments

November 27, 2006 - R1060/06/11/27 - first CCTV installed, policy created

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