

CCTV Cameras / Video Surveillance Application

The University of Waterloo collects, uses, maintains, discloses and disposes of information for the purposes of operating the programs and business functions of the university in accordance with the [Freedom of Information and Protection of Privacy Act](#) (FIPPA), other applicable Ontario and federal privacy legislation, the Waterloo Act, Waterloo's Notice of Collection, as well as applicable University policies (e.g., Policy 46), and guidelines.

Instructions

Please complete ALL 9 sections of this form; submit to S/SGT Randy Jardin (rdjardin@uwaterloo.ca), UWSCS

Incomplete forms will NOT be processed

Section 1. Initiative Approval(s)

In the space provided, please state the contact information of the individual who has authorized this request. The individual listed is to be someone who has the ultimate authority and responsibility for the initiative. [Policy 46 \(section 6\)](#).

This request for CCTV has been authorized by:

Name:

Authorization Date: (YYYY-MM-DD)

I. Internal Use

YES NO

Position Title & Extension:

Department/Faculty/Service Area:

If this request has not yet been authorized, then seek authorization before completing the remainder of this form

Section 2. Your Contact Information (complete this section, if different than Section 1)

| | |
|-----------------|----------------------------------|
| Contact Name: | Date: (YYYY-MM-DD) |
| Position Title: | Email: |
| Phone: | Department/Faculty/Service Area: |

Section 3. Initiative Information

| | | |
|---|---|---|
| Initiative Name: | Start Date (YYYY-MM-DD): <input type="checkbox"/> Unknown | End Date (YYYY-MM-DD): <input type="checkbox"/> Unknown |
| <p>What is the scope of the initiative? (Check one)</p> <p> <input type="checkbox"/> Institutional <input type="checkbox"/> Faculty or Major Area <input type="checkbox"/> Departmental <input type="checkbox"/> Student Service <input type="checkbox"/> Group <input type="checkbox"/> Other </p> | <p>What is the overall purpose of the Video Surveillance?</p> <p><input type="checkbox"/> Safety and security of individuals <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>OR</p> <p><input type="checkbox"/> Research <input type="checkbox"/> Other</p> | <p>II. Internal Use</p> <p><input type="checkbox"/> <u>YES</u> <input type="checkbox"/> NO</p> <p>If "no" then stop</p> |
| <p>Does the proposed initiative involve any proposed "real time" or "live" viewing?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Where is the Video Surveillance to be installed?</p> <p style="color: red;"><u>Attach detailed diagram</u></p> <p style="color: red;">Step 1 – Review sample diagram attached.</p> <p style="color: red;">Step 2 – Create your own diagram & submit with your application. Be certain to mark the area to be recorded <u>and</u> those areas that are not to be recorded. Ensure to indicate where motion in an area would initiate recording.</p> | <p>IV. Internal Use</p> <p><input type="checkbox"/> <u>YES</u> <input type="checkbox"/> NO</p> |
| <p>If yes, state reason <u>AND</u> list by whom:</p> | <p>III. Internal Use</p> <p><input type="checkbox"/> <u>YES</u> <input type="checkbox"/> NO</p> | |

Will the Video Surveillance involve the collection, use, and/or disclosure of personal information?

Yes No *if the camera will capture individuals, then this box is to be marked "yes"

V. Internal Use

YES NO

NB: Personal information is recorded information about an identifiable individual which includes, but is not limited to, information relating to their image, voice, racial or ethnic origin, age, gender, etc.

What is the purpose of the proposed use of Video Surveillance? (Describe)

Section 4. Necessity

Describe how the proposed use of Video Surveillance is necessary to address a real, substantial and/or pressing safety concern?

In general terms, describe any past incidents of these real, substantial, and/or pressing safety concerns?

Besides Video Surveillance, name the other ways that you have addressed these safety concerns in the past?

Name the benefits and drawbacks to the proposed use of Video Surveillance?

Describe how the location of Video Surveillance cameras would be considered "*reasonable by most*".

VI. Internal Use One of the following statements shown in red **must** be marked "yes" as part of the review

The University has a clear law enforcement mandate since it has a formally recognized Special Constable Service. Does the use of video surveillance further a law enforcement purpose, such as "policing" or an "investigation(s)" or inspection(s) that lead or could lead to proceedings in a court or tribunal if a penalty or sanction could be imposed in those proceedings" (such as monitoring crowded areas linked to drinking, violence, or other illegal activity)? YES NO

The University of Waterloo is lawfully authorized to operate. Is the proposed use of Video Surveillance necessary (not simply just "helpful") for the proper administration of a Lawfully Authorized Activity (e.g., to ensure things such as the safety of students, staff, and faculty)? YES NO (see Appendix A)

With regard to necessity, the applicant has demonstrated the following:

- Video Surveillance is necessary to address a real, substantial, and/or pressing safety concern? YES NO
- There have been past specific incidents of these real, substantial, and/or pressing safety concerns? YES NO
- These safety concerns cannot be addressed in any other less intrusive way YES NO
- The benefits substantially outweigh any drawbacks (here consider any privacy matters)? YES NO
- The space to be surveilled would be considered "reasonable by most"? YES NO
(i.e., location is not particularly sensitive)

Section 5. Consent

Describe how individuals will be informed that their personal information will or may be processed (e.g., collected, used, and/or disclosed) as part of the Video Surveillance?

VII. Internal Use

YES NO

Section 6. Notice of Collection

Signs with a clear, language-neutral graphical depiction of the use of video surveillance will be prominently displayed at the perimeter of the monitored area and at key locations within the areas YES NO

I will supply my own signs YES NO

OR I will make arrangements for my signs through UWSCS YES NO

VIII. Internal Use

YES NO

*See <https://uwaterloo.ca/special-constable-service/closed-circuit-television-surveillance-cameras>

Section 7. Data Protection - Purpose/Collection Limitation and Data Minimization

Video Surveillance will only be used for the purposes named within this application YES NO

IX. Internal Use

YES NO

Video Surveillance data be will be limited or minimized by:

- YES NO Recording at a distance vs zoomed in
- YES NO Camera not being able to be moved or adjusted
- YES NO Not recording adjacent areas or extraneous information
- YES NO Limiting or refraining from the collection of audio recording unless necessary to the purpose
- YES NO Recording objects vs individuals
- YES NO Recording any individuals from behind or side; YES NO; and from a distance
- YES NO Limited or intermittent vs continuous recording time

X. Internal Use The applicant is limiting and/or minimizing collection of personal information. YES NO

If “no”, then provide recommendations and verify applicant's commitment to these before proceeding any further

- I, the applicant, understand that I/we will not have access to any of the Video Surveillance Data. If access becomes required, then I/we will contact UWSCS to make a request. YES NO
- I, the applicant, understand that any and all individuals (aside from Technology Integrated Services employees) will be restricted from adjusting, zooming, or otherwise manipulating the video surveillance equipment or coverage area. YES NO

XI. Internal Use The applicant has stated that they understand the stated access limitations. YES NO

If “no” please list recommendations:

Section 8. Data Protection – Security

- I, the applicant, understand that installation will not proceed until Technology Integrated Services (TIS) has ensured they can perform the installation at the suggested location. YES NO
- I, the applicant, understand that if any location change is required, that TIS will suggest a location to best meet the described coverage goal, but will only proceed with UWSCS and applicant approval. YES NO
- I, the applicant, have read, understood, and will follow all guidance provided to me, including information found on the UWSCS CCTV website before proceeding with Video Surveillance. YES NO

Section 9. Application Submitted by:

| | | | |
|-------|------------|-----------------|--------------------|
| Name: | Signature: | Position Title: | Date (YYYY-MM-DD): |
|-------|------------|-----------------|--------------------|

This form is keeping with https://www.ipc.on.ca/wp-content/uploads/Resources/2015_Guidelines_Surveillance.pdf

Recommendations:

*Ensure to remind applicants that they are to prominently display signs (with a clear, language-neutral graphical depiction of the use of video surveillance) at the perimeter of the monitored area and at key locations within the areas.

General:

- Monitors are stored in a secure location where they are not visible to the public. YES NO
- The Confidentiality, integrity, and availability of the Video Surveillance footage is safeguarded? YES NO
- Physical records of footage, such as discs, memory cards or servers, are stored in a locked facility. YES NO

Verification Viewing/Access:

- Any viewing of recorded information will be limited to only a very *few, authorized, trained* operators, on a strictly necessary and need to know basis. YES NO
- Any viewing by an operator will take place under secure conditions where other “non-authorized” individuals will not have access. YES NO
- Operators’ permissions regarding “viewing” of Video Surveillance data will be revoked immediately at the conclusion of their role. YES NO
- Operators understand that simply viewing a live feed does not represent a “use”. That is, data is not considered “used” if it is only viewed within a live feed. YES NO

Verification Storage Limitation:

- Any recorded information that has not been used¹ (i.e., not accessed or disclosed) will be kept in accordance with HS85 which stipulates retention for a minimum of 14 days and normally no longer than 60 days)? YES NO
- In contrast, any recorded information that has been used¹ (i.e., accessed or disclosed) will be kept in accordance with WatClass (e.g., HS52, HS76)? YES NO ¹Recall that simply viewing a live feed does not represent a “use”
- Deleted information will not be able to be reconstructed or retrieved. YES NO

Verification Audit Log:

- An auditable log will be kept of all access, uses and disclosures of footage that are generated automatically where records are maintained electronically? YES NO
- An audit log will be kept of any disclosure? YES NO [ref: Video Surveillance Audit Log form]

Approved by:

| | | | |
|-------|------------|-----------------|--------------------|
| Name: | Signature: | Position Title: | Date (YYYY-MM-DD): |
|-------|------------|-----------------|--------------------|

Internal Use - Technology Integrated Services Verification

Recommendations:

*Ensure to remind applicants that they are to prominently display signs (with a clear, language-neutral graphical depiction of the use of video surveillance) at the perimeter of the monitored area and at key locations within the areas.

Verification Safeguarded Video Surveillance Footage:

- The Confidentiality, integrity, and availability of the Video Surveillance footage is safeguarded. YES NO
- Physical records of footage, such as discs, memory cards or servers, are stored in a locked facility. YES NO
- IST staff and other authorized individuals' access to footage is limited on a need-to-know basis. YES NO
- Accounts, systems, applications & devices granted only as necessary to fulfill defined duties. YES NO
- Servers are whitelisted to help prevent malware & other non-approved programs from running. YES NO
- Systems and applications will be regularly patched to protect against vulnerabilities. YES NO
- Standard, secure system configurations will be used versus default or factory settings. YES NO
- Video surveillance footage will be strongly encrypted at rest and when transmitted across open, public networks. YES NO

Approved by:

Name:

Signature:

Position Title:

Date (YYYY-MM-DD):

Appendix A

Lawfully Authorized Activity

The University of Waterloo is lawfully authorized to operate under the Statute of the *University of Waterloo Act*. The Act describes the university's objects as: the pursuit of learning through scholarship, teaching and research within a spirit of free inquiry and expression. Under the authority of the [University of Waterloo Act \(1972\)](#), the University of Waterloo processes information—including personal information recorded about an identifiable individual—for the purposes of operating the programs and business functions of the university.

This collection, use, disclosure, retention, and destruction of information is done in compliance with applicable Ontario and Canadian federal privacy legislation (e.g., [Freedom of Information and Protection of Privacy Act - FIPPA](#), [Personal Health Information Protection Act](#), [Personal Information Protection and Electronic Documents Act](#)). For example, FIPPA Section 41(1) speaks to how the university may use information lawfully and fairly. In particular: where the person has consented to the use, or if the use is for the purpose for which it was obtained, or a consistent or legally required or permitted purpose. FIPPA Section 42(1)(d) permits the university to disclose information to university employees or agents who need in the performance of their jobs, and where the disclosure is necessary and proper in the discharge of the university's functions.

Collection, use, disclosure, retention, and destruction of information is also done in accordance with University of Waterloo policy and guidelines regarding privacy ([Policy 46](#), [Notice of Collection](#), [website privacy statement](#), [video surveillance/surveillance notification](#)). [Learn more](#) about University of Waterloo Information and Privacy.