

PROCEDURE TITLE	Procedure for Public Realm CCTV Systems
CATEGORY	Administrative
PROCEDURE NUMBER	ADMIN 016P1
RELATED LEGISLATION	ADMIN 016 CCTV Systems Policy ADMIN 016P2 Procedure for CCTV Monitoring of City Premises ADMIN 016P3 Procedure for Traffic CCTV Systems
POLICY OWNER	City Clerk’s Office - Access to Information and Privacy
ACCESS	Internal only

PROCEDURE STATEMENTS

1. Definitions

“**Applicant**” means the General Manager of the responsible department or his or her delegate;

“**CCTV Application**” means the form that must be completed and approved prior to installing cameras, also known as a CCTV privacy impact assessment, (PIA);

“**CCTV Application Amendment**” means the form that details changes to an approved CCTV Application that must be completed and approved prior to implementation of the changes;

“**CCTV system**” refers to any mechanical, electronic or digital system or device that: (i) enables continuous or periodic CCTV or video recording, observing or monitoring of individuals, assets and/or property; and (ii) is intended to be mounted or affixed to a structure, fixture or vehicle. For greater certainty, "CCTV system" includes devices such as enterphone systems, handheld license plate recognition systems and drones, but does not include cell phones with video capability, hand-held video recorders or video conferencing systems;

“**FIPPA**” means the *Freedom of Information and Protection of Privacy Act* (British Columbia); and

“**Head**” means the City Manager, or the Director, Access to Information and Privacy, as designated under the *Freedom of Information and Protection of Privacy By-law* and Delegation by the Head of the City of Vancouver; and

“**Public Realm**” includes city locations open to the public such as beaches, streets, plazas or parks.

CORPORATE POLICY PROCEDURE

2. Scope

This procedure is subject to the CCTV Systems Policy. It applies to all CCTV systems that monitor or are capable of monitoring the Public Realm, other than systems set up to monitor City Premises as defined in the Procedure for CCTV Monitoring of City Premises or a Traffic CCTV System as defined in the Procedure for Traffic CCTV Systems.

3. Responsibilities

Responsibility for ensuring compliance with policies and procedures related to each CCTV System that monitors the Public Realm is assigned to the General Manager of the Responsible Department that is using the CCTV system, or other position(s) specified in the approved CCTV Application or CCTV Application Amendment.

4. Process

To implement or expand a Public Realm CCTV System, the Applicant must:

- complete a CCTV Application, or CCTV Amendment Application, for the Public Realm in the form set by the Head;
- obtain preliminary approval of the CCTV Application from the General Manager of the Responsible Department, or other position(s) specified in the approved CCTV Application or CCTV Application Amendment;
- submit the CCTV Application with the preliminary approval to the Director, Access to Information and Privacy (ATIP); and
- request final approval of the CCTV Application from the Head.

Until the Head gives final approval, the Applicant must not purchase or implement the system or system expansion.

Security of Information

Information collected using a Public Realm CCTV System must be kept secure as follows:

- a) Only the City employees or service providers authorized in the CCTV Application, or CCTV Application Amendment, may access or operate the CCTV System or access CCTV System footage.
- b) Areas where the video feed from a Public Realm CCTV System is monitored must, as far as possible, not be accessible to the public or unauthorized persons.

CORPORATE POLICY PROCEDURE

- c) Security arrangements must be in place to prevent unauthorized monitoring, interception or interference with transmissions from the Public Realm CCTV System.
- d) Information stored on tapes or other removable storage devices must be dated, labeled and stored securely in a locked container located in a controlled access area. Information stored on a computer or server must be protected in accordance with the City's policies.
- e) Any agreement between the City and a service provider involving work on a Public Realm CCTV System must state that any and all records created, dealt with or arising from, the delivery of a video monitoring program remain at all times under the City's control and subject to privacy legislation (*FIPPA*) and other applicable statutes.
- f) City employees and service providers responsible for the installation or operation of a Public Realm CCTV System must review and comply with the CCTV Systems Policy, this procedure and *FIPPA*.

5. Public Notification

The public must be notified of the existence, and possible operation, of a Public Realm CCTV System. Clearly written signs must be prominently displayed at the perimeter of the video monitoring areas, bearing the wording:

“For Safety and Security Purposes

THIS AREA MAY BE UNDER VIDEO SURVEILLANCE

**Questions? Contact the City's Access to
Information and Privacy Office**

**at 3-1-1 (or 604-873-7000) or 453 West 12th Avenue, Vancouver, BC V5Y
1V4”**

REFERENCES

[Freedom of Information and Protection of Privacy Act
Records Management By-law No. 9067](#)

[Freedom of Information and Protection of Privacy By-Law No. 11451](#)

CORPORATE POLICY PROCEDURE

RELATED POLICIES AND PROCEDURES

ADMIN-009 ADMIN-029 ADMIN-016 ADMIN-016P2 ADMIN-016P3	Corporate Records and Information Management Policy Privacy Policy CCTV Systems Policy Procedure for CCTV Monitoring of City Premises Procedure for Traffic CCTV Systems
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APPROVAL HISTORY

Issued by:	City Manager's Office	APPROVED BY: City Clerk, Head, Freedom of Information and Protection of Privacy *	Date: March 26, 2015
		APPROVED BY: Director, Legal Services, Head, Freedom of Information and Protection of Privacy *	Date: April 6, 2015
		APPROVED BY: Deputy City Manager, Head, Freedom of Information and Protection of Privacy *	Date: April 6, 2015
REVIEWED AND AMENDED		APPROVED BY: City Manager	Date: September 22, 2021

* Changes to the Freedom of Information and Protection of Privacy By-law in 2017 reduced the City's "Heads" from three to the City Manager.

Next review date **9/22/2023**