



CITY OF VANCOUVER CORPORATE PROCEDURE

Procedure for Public Realm CCTV Systems

REFERENCE

[AE-003-02](#) [CCTV Systems Policy](#)

PROCEDURE STATEMENTS

1. Definitions

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

2. Scope

This procedure is subject to the CCTV Systems Policy. It applies to all CCTV systems that will 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.

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 operates the system, or his or her delegate. The responsible department is usually the department whose business need is met by the public realm CCTV System.

4. Process

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

- complete a Public Realm CCTV System Application;
- obtain preliminary approval of the Application from the General Manager of the responsible department;
- submit the Application with the preliminary approval to the Director, Access to Information; and
- request final approval of the Application from the Head (as defined in the Policy).
- 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 Public Realm CCTV System Application may operate the CCTV System.
- 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.
- 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 this Policy and the Freedom of Information and Protection of Privacy Act (*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 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](#)
[Freedom of Information and Protection of Privacy By-law No. 7364](#)
[Records Management By-law No. 9067](#)

RELATED

[AG-002-01](#) [Corporate Records and Information Management Policy](#)
[AE-003-02](#) [CCTV Systems Policy](#)

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