



HSTS Operating Procedure

Halton Student Transportation Services

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Preamble

HSTS authorizes the use of video surveillance systems on school buses for the purpose of promoting safety and the proper behaviour of students on school buses.

Implementation

Established board procedures shall be followed to inform parents/students if/when a camera is installed on a school bus.

1. School principals are responsible for any video recordings used on school buses for the purpose of promoting safety and the proper behaviour of students.
2. **Video recordings used to substantiate a student's misconduct are the property of the school principal and must be turned over to the principal immediately.**
3. Notice signs will be installed on buses with video surveillance systems, in accordance with the notification requirements of the Municipal Freedom of Information and Protection of Privacy Act. Signs will be prominently displayed so that the public has reasonable and adequate warning that surveillance is or may be in operation;
4. Access to the personal information collected under a video surveillance system on a given site is only afforded to the School Principal/VP and contracted service providers with specific duties pertaining to the supervision, operation and maintenance of the system and for the proper, secure storage and destruction of video recordings regardless of the software medium used to store images.
5. The Principal/VP of the school site has the discretionary power to refuse access **where disclosure would constitute an unjustified invasion of another individual's privacy. Access to an individual's own personal information may depend upon whether any exempt information can be reasonably severed from the record.**
6. When video recordings are used to substantiate a student's misconduct, the parent/guardian will be given five (5) school days to review the video recording. Depending on the circumstances, the F.O.I. Officer of the Board may be



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contacted to assist in determining how long and where the recording should be retained.

7. Surveillance recordings shall be retained for thirty (30) days and then disposed of in a secure manner (erased, deleted or formatted), with the exception of any surveillance records containing personal information which has been used to make a decision that directly affects an individual, this shall be retained for a period of one (1) year and then disposed of in a secure manner (erased, deleted or formatted) in accordance with the Personal Information Protection and Electronic Documents Act.
8. Contracted service providers will comply with the requirements of this policy and the Municipal Freedom of Information and Protection of Privacy Act in performing any duties related to a Board-approved video surveillance system.
9. Contracted service providers will be subject to discipline, up to and including termination of employment or service to the site, for knowingly or deliberately breaching this policy or the provisions of the Municipal Freedom of Information and Protection of Privacy Act or other relevant statutes.
10. Where a service provider fails to comply with this policy or the provisions of the Municipal Freedom of Information and Protection of Privacy Act, such a failure will be considered to be a breach of contract leading to penalties that include but are not limited to contract termination.
11. Employees of service providers performing any duties related to the operation of a Board approved video surveillance program are required to sign an undertaking of confidentiality.