

Video Surveillance Policy



1. PURPOSE

After careful consideration, [*insert company's name*] (the "Company") has determined that the use of surveillance cameras is necessary to ensure the safety of employees and company equipment. Such use will improve safety and security by deterring acts of theft, violence and other criminal activity, and increasing the likelihood that perpetrators of these acts will be identified. The Company has created this surveillance policy in furtherance of these purposes and to assist in complying with federal and provincial/territorial privacy laws governing the collection of personal information.

1. CAMERA LOCATIONS AND TIME OF OPERATIONS

The Company has installed surveillance cameras in the following locations:

[*Insert list of locations*].

Each of these locations was chosen because of its increased potential for incidents of theft, violence and other criminal activity. They are also areas where employee expectations of privacy are minimal. At each location, cameras will record images only between the hours of [*insert hours, such as 5 p.m. and 8 a.m.*]. All areas subject to surveillance will be identified by signs that are clearly posted in or near that area.

1. USE AND RETENTION OF FOOTAGE

2. Surveillance cameras shall be used for the sole purposes of deterring theft, violence and other criminal activity and ensuring the safety of employees. At no time shall the cameras be used to monitor employee productivity or performance.
3. In the event of a reported or observed incident, the recorded footage may be used to assist in the investigation of the incident and may be turned over to law enforcement or other government personnel, if appropriate.
4. At no time will persons other than those designated by *[insert appropriate individual, such as the Chief of Security]* have access to the footage made in the course of surveillance. Personal information contained on the footage shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.
5. Footage from the surveillance cameras will be kept for a maximum of two (2) weeks unless required for the purposes outlined in this policy. If footage has been used to investigate an incident, that footage will be retained for one year after a final decision is reached concerning the incident.
6. Old footage that isn't reused or recycled for surveillance will be shredded, burned, magnetically erased or otherwise made permanently unreadable.

7. SANCTIONS

Individuals who fail to follow this policy or who use surveillance camera footage inappropriately will be subject to disciplinary sanctions, up to and including termination.

FOR FURTHER INFORMATION about this policy or Company's video surveillance program, employees may contact *[insert name, title and phone number]*.

OTHER RESOURCES:

[Quiz: Can You Videotape the Workplace for Safety Reasons'](#)

[WORKING ALONE: Using Video Surveillance to Protect Lone Workers](#)

[Winners & Losers: Can You Videotape Workers to Prove Lies about Injury'](#)