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| RED DEER<br>PUBLIC LIBRARY | SUBJECT:<br>SECURITY CAMERAS | SECTION: 3.20<br>PAGE: 1 of 1<br>DATED: MAY 2002 |
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## **Security Cameras**

Security Cameras are installed to assist in protecting Library staff, customers, the facility and its contents. Security Cameras will not be used to monitor staff performance.

## **Acceptable Use**

### **Live Pictures**

During normal business hours, security staff may monitor live security camera pictures to enhance security in the building. Security cameras are not intended to replace the regular physical presence of a commissionaire in every part of the facility.

Only security staff and senior managers will have access to security camera pictures, with IT staff assisting if required. Normally the live camera pictures will be viewed at the commissionaire station or the computer systems room.

### **Recorded Pictures**

Recorded pictures may be accessed by the senior managers to enhance security in the building, or to monitor contractors. All recorded security data will be treated as a FOIP Personal Information Bank (see FOIP Policies – 3.10, 3.11, 3.12).

Security staff will routinely check motion alarms to see if there was any unauthorized use of the facility after business hours. Normally security staff would contact a senior manager before accessing recorded pictures. If a senior manager is not available and there is probable cause that a suspicious incident took place, security staff will fill out a form describing the need to access the recorded pictures, and will contact a senior manager as soon as possible.