

ATTENTION:

TCDSB Placed Under Supervision by Minister of Education

On Friday, June 27, 2025, the Minister of Education placed the Toronto Catholic District School Board (TCDSB) under supervision. While under supervision, all decisions that would normally be made by Trustees, with the exception of denominational matters, will now be made by the Ministry appointed Supervisor. The Supervisor will refer such denominational matters to the Board of Trustees for decision.

Revisions to Policy made to reflect the role of the Ministry appointed Supervisor will apply while the TCDSB is under Ministry Supervision. All other revisions remain in effect beyond Supervision.

**POLICY NAME:****VIDEO SECURITY SURVEILLANCE**

POLICY SECTION:

Capital and Facilities

DATE APPROVED:

June 2007

DATE OF NEXT REVIEW:

2031

DATES OF
AMENDMENTS:

January 29, 2015; June 2019; February 2026

RESPONSIBLE
DEPARTMENT:

Environmental Support Services

Policy:

This policy assists in maintaining a safe and secure learning environment through effective management of video surveillance systems and records.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This policy applies to all schools and buildings of the TCDSB that have video surveillance equipment. The Director of Education is responsible for this policy.

The Director of Education delegates to school and site administrators, as well as designated Toronto Catholic District School Board (TCDSB) employees the authority to access and/or operate the TCDSB's video surveillance systems.

The TCDSB will maintain control and responsibility for its video surveillance system.

Regulations:

1. Video surveillance systems may only be used in public spaces – hallways, entrances, open general offices, cafeterias and building perimeters.
2. Video surveillance systems will operate seven days per week, twenty-four hours per day, to be in a Controlled Access Location.
3. Recorded video surveillance footage may be accessed and used for the following purposes:
 - To assist an authorized administrator’s investigation;
 - To provide lawful disclosure to an authorized individual; or
 - To disclose video footage as a result of a freedom of information request or for other prescribed legal purposes
4. Retention Periods for personal information recorded by video surveillance systems:
 - i. If accessed by a school or site administrator: one year.
 - ii. If not accessed: a maximum of thirty calendar days.
5. Disclosure of video surveillance footage may be made to an institution or law enforcement agency as permitted by the *Municipal Freedom of Information and Protection of Privacy Act* (“MFIPPA”).
6. When planning for the installation of a new video surveillance system in an elementary or secondary school, the TCDSB will ensure that a consultation process will occur with relevant stakeholders.
7. Video surveillance shall not be used for monitoring staff performance.
8. Clearly written signs, prominently displayed at the perimeter of the video surveillance area, shall notify students, staff, trustees, community members, and the public of the presence of video surveillance equipment, providing reasonable and adequate warning that surveillance is in operation or may be in operation.
9. TCDSB employees and service providers are requested to review and comply with the MFIPPA, this policy, and administrative procedures when performing their duties and functions related to the operation of video surveillance systems.
10. Video surveillance systems shall be employed at TCDSB schools and facilities only as deemed necessary by the Director of Education.

Cross References:

Legislation

- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- *Municipal Freedom of Information and Protection of Privacy Act*, (R.S.O. 1990, c. m. 56)
- Ontario Regulation 823 R.R.O 1990

TCDSB Policy/Procedure

- Freedom of Information and Protection of Privacy Policy
- Record of Accessed Video Surveillance Footage
- Police Disclosure Guidelines
- TCDSB Video Surveillance Signage
- Environmental Support Services Operating Procedures

Other

- Information and Privacy Commissioner of Ontario – *Guidelines for the Use of Video Surveillance* (2015)

Definitions:

Retention Period: The length of time video surveillance footage will be saved.

Controlled Access Location: A secure (locked) location with limited access, provided solely to authorized TCDSB staff.

Evaluation and Metrics:

1. The policy will be reviewed every five years.