

Policy Title: Closed Circuit Television Surveillance Policy
Policy Approver: President
Policy Holder: Safety and Security Services Department
Executive Lead: Manager, Safety and Security
Category: Administrative Operational Policy
Original Date: March 2025
Last Revised: n/a
Next Review: March 2027

Policy Statement

Yukon University (the “University”) recognizes the need to strike a balance between the individual's right to privacy and the University's duty to promote and maintain a safe and secure environment for students, staff, faculty, residents, and visitors.

The use of closed circuit television surveillance systems (“CCTV”) results in the collection of personal information in the form of images and records the conduct of individuals. CCTV systems are employed by the University to record unlawful conduct as well as to prevent and to deter such conduct. Information obtained from CCTV systems is also used as an aid in the investigation of such conduct.

The University's installation, monitoring and recording of CCTV systems and access to CCTV information and stored data is in accordance with this policy, the Access to Information and Protection of Privacy Act (“ATIPP”), and other applicable Federal legislation and related University policies.

Approval Statement

With the approval of the President's Executive Committee , this policy is hereby deemed in effect on March 25, 2025



Dr. Lesley Brown
President and Vice-Chancellor
Yukon University

March 25, 2025

Date

1. Purpose of Policy

This policy provides directions for the appropriate use of CCTV surveillance on University's campuses for the purpose of safety and security. Further, it will:

- 1.1. Enhance public safety in areas where the safety and security of the University community may be at risk.
- 1.2. Prevent and deter crime, thereby reducing the cost and impact of crime to the University community.
- 1.3. Provide protection of individuals, including students, faculty, staff, residents, and visitors.
- 1.4. Provide protection of University-owned and/or operated property and buildings.
- 1.5. Assist with the identification of criminal activity and dangerous events.
- 1.6. Assist with the identification of suspects and assist in investigations.
- 1.7. Improve the allocation and deployment of security resources.
- 1.8. Ensure that all installation and CCTV equipment meets University standards.

2. Governing Legislation and Relevant Documents

- 2.1. Information Access and Privacy Protection Policy (IP 11.0)
- 2.2. Yukon University Act
- 2.3. Access to Information and Protection of Privacy Act
- 2.4. Personal Information and Protection of Electronic Documents Act ("PIPEDA") Canadian Standards Association CAN/CSA-Q830-96 Model Code.

3. Scope

- 3.1. This policy applies to all CCTV camera monitoring and camera recordings with the exception of CCTV cameras used for instructional and research purposes.
- 3.2. For the purpose of this policy, the University environment includes all University land and buildings both on Ayamdigut campus and any off site and satellite locations that are occupied in full or part by the University. This includes rented or leased properties occupied by the University.
- 3.3. The existence of this policy does not imply or guarantee that CCTV systems will be monitored in real time.
- 3.4. All existing uses of CCTV monitoring and recordings shall be brought into compliance with this policy within six (6) months of the approval of this policy.

4. Guiding Principles

- 4.1. To provide protective security, reassurance, and community safety to all campus users.
- 4.2. To ensure compliance with the ATIPP Act.
- 4.3. To ensure CCTV surveillance responsibilities and procedures outlining the installation, monitoring, and recording of CCTV surveillance systems are clearly identified.
- 4.4. To clearly outline who has authorized access to CCTV monitoring and recordings and how long CCTV recordings are stored.

5. Other Related and/or Accompanying Documents

SF 3.1 Yukon University Closed Circuit Television Surveillance Procedures

6. Document History

Include all updates here, including non-substantive changes, beginning with formal approval.

| <i>Date (Month DD, YYYY)</i> | <i>Update (Approver: change)</i> |
|------------------------------|---|
| March 2025 | The Policy established as approved by the President |
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