

## Inquiring Little Minds Daycare Video Surveillance Policy

### Purpose

This policy defines the use and management of the video surveillance system at ILM child care centres. The system is designed to enhance the security and safety of our children, staff, and facilities by deterring actions that are not in keeping with the safety and well-being of the child care community.

### Scope

This policy applies to all video surveillance equipment owned and operated by Inquiring Little Minds at all of our child care locations. Surveillance cameras are positioned in a way to monitor areas of interest while respecting the privacy of individuals. The cameras do not record audio.

### System Operation

- The video surveillance system will operate continuously, 24 hours a day, seven days a week.
- Surveillance cameras are installed in public areas where there is no expectation of privacy. Cameras will not be installed in private areas such as bathrooms, changing areas, or staff lounges.
- Only authorised personnel as defined by ILM management will have access to the surveillance system and footage.
- Video recordings will be stored securely for a period consistent with our retention policy, but not exceeding 1 year, after which they will be overwritten unless retained as part of an investigation or required by law.

### Access to Footage

- Access to recorded footage is restricted to authorized ILM personnel only.
- No footage will be released to external parties, except as required by law.

## Data Security

- Adequate internet security measures are in place to protect against unauthorised access, including changing passwords regularly, tracking filtering measures, and immediate corrective action if any breaches occur.
- Any unauthorised access to the system will be reported immediately, and appropriate measures will be taken, including notifying affected individuals if applicable.

## Responsibilities

- ILM management is responsible for the implementation, annual review, and updating of this policy.
- Staff members are responsible for adhering to this policy and cooperating with all surveillance-related procedures.

## Compliance

- All surveillance practices will be in accordance with the guidelines set out by the Office of the Privacy Commissioner of Canada and the Canadian Charter of Rights and Freedoms.
- This policy will be communicated to all staff via the Employee Manual and parents via the Parent Handbook to ensure awareness.
- Consent will be obtained by staff in the Policy and Procedure Declaration. Consent will be obtained by parents/guardians on each child's Registration Form.

## Documentation

Any release or disclosure of recordings will be documented, including the date, the person releasing the footage, and the person receiving the footage, along with the reason for disclosure.

## Signage

Clear and conspicuous signs will be posted at all entrances and in areas where surveillance cameras are in operation to notify individuals that video surveillance is taking place.



## **Inquiries**

Any inquiries or concerns regarding the video surveillance system should be directed to the ILM administration via email to [inquiringlittleminds@gmail.com](mailto:inquiringlittleminds@gmail.com).

## **Review and Amendments**

This policy will be reviewed annually and may be amended from time to time to ensure it continues to reflect legal requirements and best practices.

