

Collection of personal information

Personal information is defined as being recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individual's race, colour, national or ethnic origin, sex and age. When a video surveillance system displays these characteristics of an identifiable individual or the activities in which they are engaged, its content will be considered “**personal information**” as defined under the Municipal Freedom of Information and Protection of Privacy Act.

This information is collected under the authority of the Education Act. Questions about this collection should be directed to the General Manager of the NPSSTS at (705) 472-8840 or 685 Bloem Street, Suite 201, North Bay, ON P1B 4Z5.

Video surveillance equipment is, or may be used on school buses.

Any use of a Video Surveillance System must relate to the protection of pupils and staff on school buses.

Providing safe, efficient, and pleasant quality transportation for all eligible students in the Districts of Nipissing and Parry Sound

Nipissing - Parry Sound
Student Transportation Services

www.npssts.ca

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Nipissing - Parry Sound

Use of Video Cameras - Student Safety



SS-011

www.npssts.ca

The purpose of a camera on a school bus

A Video Surveillance System is to be used only for the intended purposes as set out in the applicable guideline. Any use of a Video Surveillance System must relate to the protection of pupils and staff on school buses including monitoring the disciplinary strategies or consequences that arise from incidents of student misconduct, or it must assist in the detection and deterrence of criminal activity and vandalism.



Who can access the information?

Access to storage devices will be limited to authorized personnel: the General Manager of the NPSSTS or designate and the Principal or a duly authorized designate. A log of all instances of access to and use of recorded material will be kept so as to provide for a proper audit trail.

Law enforcement

When recorded information has been viewed for law enforcement, school bus safety, or public safety purposes, section 5 of Ontario Regulation 823 under the Municipal Act and section 5(1) of Ontario Regulation 460 under the Provincial Act requires that personal information must be retained for one year. For the purposes of the NPSSTS, this retention will be for one year from the time of resolution of the incident in question.

Responsibilities

The General Manager is responsible for the NPSSTS's overall Video Surveillance System.

The Operations Manager or designate is responsible for the day to day operation of the system in accordance with the policies of the member school boards, the procedures put in place by the NPSSTS, and any other direction that may be issued from time to time.

Further information on guideline **SS-011 Use of Video Cameras** can be found online at www.npssts.ca