



# COMMUNITY SAFETY (CCTV) POLICY

## 1.0 | EXECUTIVE SUMMARY

The Lindsay Downtown Business Improvement Area (LDBIA) Board of Management has implemented a Community Safety CCTV System to enhance the safety and security of the downtown core of Lindsay.

### 1.01 Objectives:

- Detect and deter criminal activity and anti-social behavior
- Improve public safety
- Support LDBIA members by providing a secure environment

### 1.02 This Policy Covers:

- Collection, use, and disclosure of personal information (PI)
- Accuracy and correction of PI
- Security measures
- Access requests for recorded PI
- Retention and destruction of recordings

## 2.0 | GLOSSARY OF TERMS

LDBIA Board - the governing body responsible for oversight of the CCTV system;

Executive Director - the individual responsible for managing and accessing the CCTV footage;

Community Safety CCTV System - the digital recording system deployed in the LDBIA's operational area;

Personal Information (PI): recorded information about an identifiable individual as captured by the CCTV system;

Police: the municipal law enforcement agency responsible for the maintaining public order, preventing and investigating crimes, and enforcing laws within the City of Kawartha Lakes.

## 3.0 | INTRODUCTION

### 3.01 Purpose of the Policy & Procedure Manual:

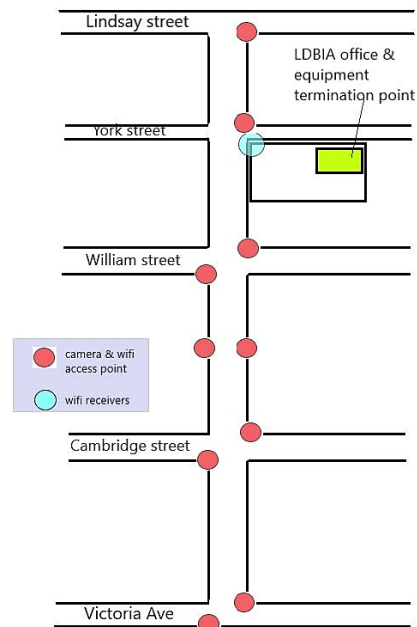
- Identify potential privacy risks associated with the CCTV system
- Ensure compliance with privacy legislation and best practices
- Provide recommendations to mitigate identified privacy risks

## 4.0 | BACKGROUND

4.01 The use of the Community Safety CCTV system aims to enhance public safety and support local businesses by deterring crime and recording incidents in the downtown core of Lindsay.

### 4.02 The geographic area covered includes:

- East to West: Lindsay Street to Victoria Avenue
- North to South: Peel Street to Russell Street



## 5.0 | GENERAL

### 5.01 Policy & Procedure Manual Process and Methodology

- Conducted by the Executive Director with input from the LDBIA Board of Directors;
- Reviewed similar procedures and guidelines from other jurisdictions.

### 5.02 Description of the Project & Technology

- 9 (Nine) 16MP (4 x 4MP) multi-directional network cameras;
- 20 megapixels resolution, 80 Terabytes of storage (enough for approximately 30-60 days of video content).

### 5.03 Accountability

- The LDBIA Board of Directors delegates authority to the Executive Director for managing the CCTV system;
- In the event of an extended absence of the Executive Director, the Board will name a designate and give authority to that individual for a temporary measure of time.

## 6.0 | PRIVACY CONSIDERATIONS & COLLECTION OF DATA

### 6.01 Data Collection

- The CCTV system will collect video footage only;
- There will be no signage indicating the presence of CCTV cameras.

### 6.02 Data Use

- The Executive Director will be the only personnel with direct access to the footage;
- The footage will be reviewed on an as needed or as requested basis.

### 6.03 Data Disclosure

- CCTV footage will be shared only with the police upon request;
- Public requests for footage must be directed to the police and require a police report.

### 6.04 Data Security

- Footage will be stored locally on an encrypted Hik-Central Server in a lockable wall mount security cabinet;
- The Executive Director controls access to the footage;
- The supplier, Paulsen Security, will have remote access to the system, for the purpose of technical support.

### 6.05 Data Retention and Disposal

- Footage will be retained for up to 60 days (dependent on storage capabilities), with older footage automatically overwritten on a first stored, first override basis

### 6.06 Business Processes and Information Flows

- Collection: Strategic positioning of cameras to cover key areas
- Storage: Encrypted local storage with restricted access.
- Disclosure: Only shared with law enforcement, following proper procedures.
- Retention: Footage retained for 30-60 days (dependent on storage capabilities); automatically overwritten.

### 6.07 Legal Authority

- As a private organization, the LDBIA is not subject to specific legislation for public CCTV use but aims to follow best practices to ensure privacy protection

### 6.08 Risk Assessment & Mitigation

- Data Collection: High impact, mitigated by strategic camera placement and limiting data to video only
- Data Use: Medium impact, mitigated by restricted access and lack of active monitoring
- Data Disclosure: Medium impact, mitigated by strict protocols for sharing footage only with law enforcement
- Data Security: Medium impact, mitigated by encryption, secure storage, and access control
- Data Retention and Disposal: Low impact, managed by automated overwriting of old footage

## 7.0 | CONCLUSION

The LDBIA's CCTV system balances operational needs with privacy protection, ensuring a secure and safe environment for the community while adhering to privacy best practices.

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**Adopted by the Lindsay Downtown BIA Board of Management on August 29<sup>th</sup>, 2024**