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Parent Policy: [Lands and Buildings Security Policy](#)

Video Monitoring Procedure

Office of Administrative Responsibility:	Director, Buildings, Technologies and Grounds
Approving Authority:	Associate Vice-President (Utilities and Operations)

Purpose

The University of Alberta uses Video Monitoring as a means of enhancing the safety and security of individuals and protecting and managing its assets. The purpose of this procedure is to:

- state the principles that guide the university's use of Video Monitoring on its property;
- outline the university's uses of Video Monitoring on its property;
- ensure sufficient public notice and signage of Video Monitoring on University Property;
- detail the steps to request approval for Video Monitoring on University Property;
- address the requirements to collect, access, use, disclose, secure, store, retain and destroy the images transmitted or recorded by Video Monitoring;
- outline the education for Authorized Persons with Video Monitoring responsibilities;
- describe the reporting and oversight related to Video Monitoring on University Property;
- outline the transition of Legacy Systems and a process of periodic review of Video Monitoring;
- outline the role of the Video Monitoring Committee (VMC) in the administration and application of this procedure.

Definitions

The attached definitions table outlines the terms used in this procedure that are not otherwise defined herein and any specific rules of interpretation that apply.

Scope

This procedure applies to all members of the University Community to the extent they are engaged in activities or functions governed by this procedure.

This procedure does not apply to Video Monitoring by:

- financial institutions monitoring their automated teller machines (ATMs) on University Property;
- third parties leasing or renting space within University Property (e.g. Rutherford House, HUB/SUB mall merchants, students living in residences);
- attendees of public performances or events taking place on University Property;
- Student Groups as it relates to their events approved under the *Student Groups Procedure*;
- members of the academic community as part of their Teaching/Research (members of the academic community must request approval from Utilities and Operations in advance if the equipment is to be attached or affixed to university building infrastructure such as walls, ceilings, etc.);
- by the university or third parties in other analogous circumstances.

This procedure does not apply to Live Streaming to the Public unless it is for the purpose of enhancing the safety and security of individuals and protecting and managing University Property.

This procedure does not apply to the use of surveillance where there are reasonable grounds to believe that an individual is engaged in unlawful conduct. Requests for such uses must be made to and approved by the Director of University of Alberta Protective Services (UAPS).

Procedure

1. PRINCIPLES

Video Monitoring will be:

- a. conducted and handled in accordance with the *Protection of Privacy Act* of Alberta (POPA), the *Access to Information Act* of Alberta (ATIA) and any other applicable law of Alberta or Canada;
- b. assessed and balanced with reasonable expectations of privacy;
- c. used only when a justified use can be demonstrated that relates to the purposes set out in this procedure
- d. accessible to Authorized Persons only.

2. USES

Should video monitoring of any type (whether purposefully or inadvertently) capture and/or

record information by which an individual's identity can be inferred, it will fall under the purview of this Procedure and the POPA and/or ATIA. Video Monitoring may be used for purposes related to the safety and security of individuals and to protect and manage university assets and therefore includes uses such as:

- a. monitoring building perimeters, entrances, exits, lobbies, corridors, receiving docks, storage areas, laboratories, areas where university-related activities, functions, performances and events are held and other high risk areas;
- b. monitoring security systems and restricted access areas;
- c. verifying security/fire/emergency or other alarms or alerts;
- d. monitoring Operational spaces and/or equipment that are not directly related to the safety and security of individuals or university assets;
- e. conducting video patrols of public areas integrated with University Property such as transit stops, parking lots, public streets;
- f. assisting criminal and other law enforcement investigations and proceedings and investigations and proceedings under the *Fraud and Irregularity Policy* and related procedure;
- g. assessing and analyzing data about the use of University Property to aid in planning, developing or otherwise managing University Property (e.g. monitoring pedestrian and vehicle traffic, etc.).

Video Monitoring will not be used to monitor employee or student performance.

3. PUBLIC NOTICE AND SIGNAGE

Except in limited circumstances authorized under POPA and/or ATIA (e.g. including but not limited to law enforcement purposes) and as determined by the VMC, when an area on or integrated with University Property is monitored by video, signs will be posted to provide the public with reasonable notice of that fact. The form and content of such signs and notices will be determined and approved by the VMC (see Terms of Reference below). This information will also be placed on appropriate university websites.

4. REQUESTS FOR VIDEO MONITORING

- a. Any person or unit:
 - i. seeking to use Video Monitoring for the first time;
 - ii. seeking to vary a use of Video Monitoring that was previously approved under this procedure must first request and obtain approval from the VMC Chair (or designate);
 - iii. using a non-standard Video Monitoring system that was implemented before the enactment of this procedure and, therefore, not approved under this procedure (a "Legacy System");

must notify the VMC Chair (or designate) of such use and submit a request to the VMC Chair (or designate) for approval to continue using the legacy system. (See section 8, below, regarding transition of unapproved legacy systems.)

All such requests must be submitted in writing, along with any other information requested by the VMC Chair (or designate). The VMC Chair (or designate) will review requests in consultation with Buildings, Technologies and Grounds.

Requests for, and approval of, Video Monitoring will be consistent with the *Access Control Security Systems on Urban Campus Areas Procedure*.

- b. Where the VMC Chair (or designate) approves a request to use, continue using or to vary an approved use of Video Monitoring, the approval will:
 - i. briefly describe the purpose for which use of Video Monitoring was sought and is approved, ensuring that this use and purpose is consistent with this procedure;
 - ii. specify the Video Monitoring equipment that may be used and who will install that equipment;
 - iii. identify the authorized person(s) (by name or position) and their responsibilities;
 - iv. set out the required standards and reasonable security arrangements to be followed to ensure appropriate collection, access, use, disclosure, storage, retention and destruction of images collected from Video Monitoring;
 - v. set out the form, content and location of signage and other forms of notice;
 - vi. specify any other matter that the VMC Chair (or designate) and/or the Video Monitoring Committee deem appropriate.

Approval by the VMC Chair (or designate) for video monitoring is conditional on compliance with the particulars contained in the approval. The VMC Chair may suspend or revoke approval for video monitoring at any time.

The AVP (Utilities and Operations) is responsible for the operations of video monitoring equipment and associated infrastructure but is not responsible for assuming associated costs, including costs to purchase, support renewals and/or licensing, upgrade, replace or decommission video monitoring equipment. The responsibility for such costs rests with the relevant unit, unless the VMC deems the equipment an institutional safety and security priority.

5. VIDEO MONITORING IMAGES: COLLECTION, USE, DISCLOSURE AND OTHER MATTERS

- a. The collection, use, disclosure, security, storage, retention and destruction of, and access to images transmitted or recorded by Video Monitoring will be handled in accordance with POPA/ATIA and any other applicable law of Alberta or Canada.
- b. As required by POPA/ATIA, reasonable security arrangements must be made to ensure appropriate collection, use, disclosure, storage, retention and destruction of, and access

to images transmitted or recorded by Video Monitoring.

- c. A Privacy Impact Assessment (PIA) and/or Security Assessment/Audit may be required depending on the scope of use of the technology.
- d. All recorded information will be retained for a maximum period of 30 days unless:
 - i. a longer retention period is authorized or required by law (e.g. POPA, other legislation, court order, warrant, etc.) or under university policy (e.g. Legal Hold Procedure, etc.)
 - ii. during the initial 30-day retention period, it appears that the recorded information discloses activity that is or may be contrary to the law or university policies and procedures, in which case the recorded information will be retained for as long as necessary
 - iii. the recorded information is used to make a decision that directly affects an individual, in which case the recorded information will be retained for at least one year after using it as required by POPA, or
 - iv. a longer retention period is otherwise approved, or determined to be warranted by the VMC Chair (or designate), who may consult with Buildings, Technologies and Grounds..
- e. Apart from disclosure to law enforcement agencies, requests from persons external to the university for disclosure of information collected by Video Monitoring must be made and/or directed to the university's Information, Privacy and Records Management Office.
- f. Requests from persons internal to the university to use information collected by Video Monitoring for purposes other than those described in Section 2 of this procedure must be made and/or directed to the VMC Chair (or designate).
- g. Requests to use information collected by Video Monitoring for the purpose of a research study or university study/survey will be decided in accordance with the *Access to Personal Information for Research and Studies Procedure*.

6. EDUCATION FOR AUTHORIZED PERSONS

Authorized Persons will receive appropriate education and direction in relevant areas including privacy laws and principles, the handling of Video Monitoring equipment, this procedure, and such other appropriate education and direction as determined by the Video Monitoring Committee.

7. REPORTING AND OVERSIGHT

The VMC Chair (or designate) will report to the VMC, per that committee's terms of reference, for review and oversight. Reports may include information about:

- a. the inventory of Video Monitoring systems on University Property;
- b. the uses of information collected by Video Monitoring;

- c. the standards and security arrangements in place;
- d. relevant criminal or other unlawful activity on University Property;
- e. any other information the Director of UAPS (or designate) deems relevant and appropriate.

8. TRANSITION OF UNAPPROVED LEGACY SYSTEMS AND PERIODIC REVIEW

As of the original approval date of this procedure, there may be Legacy Systems that do not comply with this procedure. As noted above, any person or unit using a Legacy System must notify the VMC Chair (or designate) of such systems within 90 days of the publication of this procedure for the purpose of ensuring compliance with this procedure and obtaining approval for its continued use.

In the event a Legacy System is not approved for continued use, it shall be Decommissioned by the relevant unit within a reasonable period of time as determined by the VMC Chair (or designate).

Regardless of whether a Legacy System is approved for continued use or directed to be Decommissioned, pre-existing information collected from the Legacy System must be retained for 30 days from the date of approval or direction to Decommission. Thereafter, the pre-existing information will be destroyed unless one of the exceptions listed above applies (e.g. a longer retention period is authorized or required by law, etc.).

Once a Legacy System is approved for continued use, it is no longer a Legacy System and recorded information collected after approval shall be retained in accordance with this procedure (e.g. 30 days unless one of the exceptions listed above applies).

Transitioning or Decommissioning costs rest with the relevant unit.

The VMC Chair (or designate) and/or the VMC may periodically review the use of Video Monitoring to ensure that continued use of Video Monitoring in a particular setting remains appropriate and continues to comply with this procedure. Where it is determined that Video Monitoring is no longer appropriate and does not comply with this procedure, it shall be Decommissioned.

9. VIDEO MONITORING COMMITTEE

The establishment of a Video Monitoring Committee is hereby confirmed and will carry out the functions set out in its terms of reference and this procedure.

Definitions Table

*Any definitions listed here apply to this policy document only with no implied or intended institution-wide use.
For clarity, defined terms listed here include grammatical variations thereof.*

Authorized Persons	Persons authorized by the Video Monitoring Committee to view live images and/or video based on a demonstrated need consistent with this procedure.
Decommission	Refers to the retiring and/or removal of a legacy or Video Monitoring system where approval for use or continued use has been denied or revoked.
Legacy System	A non-standard Video Monitoring system that was implemented before the enactment of this procedure.
Operational (Use)	Refers to spaces and/or equipment that are not directly related to the safety and security of individuals or University assets. For this use case, images and/or video are not recorded nor retained and are only accessible in real-time.
Public Live-Streaming to the Public	Public live-streaming refers to the capturing and streaming of real time images and/or video from University events (eg. Convocation).
Student Group	As per the <i>Student Groups Procedure</i> , a group of students which has applied to register with and is recognized by the Dean of Students.
Teaching/Research	Refers to teaching materials and research information of a post secondary education body as outlined in Section 3 of POPA.
University Community	Academic, support and excluded staff, postdoctoral scholars and academic colleagues as outlined and defined in the <i>Recruitment Policy Appendix A: Definitions and Categories of Staff</i> ; undergraduate, graduate, continuing education students and post-graduate learners; emeriti; contractors; visitors; volunteers; and members of the Board of Governors.
University Property	University Property includes all lands, buildings and areas owned, leased or controlled by the university.
Video Monitoring	Video Monitoring refers to the collection and/or viewing of live or recorded images and/or sounds from video, digital, electronic or other monitoring and recording systems.

Parent Policy Suite

- [Lands and Buildings Security Policy](#)
- [Access Control Security Systems on Urban Campus Areas Procedure](#)
- [Building Hours of Operation Procedure](#)
- [Control Centre Alarm Monitoring and Response Procedure](#)
- [Lock Changes, Key Request, and Key Control Procedure](#)
- [Request for Access to Utility Service Corridors Procedure](#)
- [Video Monitoring Procedure](#)

Related Policy Documents

- [Access to Personal Information for Research and Studies Procedure](#)
- [Fraud and Irregularity Policy](#)

- [Student Groups Procedure](#)

Related Links

- [Access to Information Act](#)
- [Information, Privacy and Records Management Office](#)
- [Protection of Privacy Act](#)
- [University of Alberta Protective Services \(UAPS\)](#)
- [University of Alberta Safety and Security Committee Video Monitoring Committee Terms of Reference](#)

History

October 29, 2019	Approved.
February 17, 2026	Editorial amendment. Formatting and links.
March 20, 2026	Editorial amendment. Office name and legislative reference update,; responsibilities transferred from Director UAPS to Video Monitoring Committee Chair.

For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.

The official version of this document may be obtained from <https://www.ualberta.ca/policies-procedures/index.html>