

SURVEILLANCE POLICY

Background

In accordance with the privacy rights of individuals as per the Personal Information Protection and Electronic Documents Act, this policy outlines the purpose of using video/camera surveillance at Red Deer Airport. It also outlines how any personal information collected through this surveillance will be used, disclosed, stored, and destroyed.

The Authority has installed surveillance cameras throughout the air terminal, airside and groundside areas. All cameras digitally record video, photos, 24 hours a day, 7 days per week and the material is recoverable.

All cameras are openly installed in ceiling, wall or pedestal mounts, in various locations that are defined as being restricted, sterile, protected, public and non-public areas of the facility where neither airport employees nor the public should have any reasonable expectation of privacy. All recordings are deemed to be the property of The Red Deer Airport Authority.

The purpose of surveillance installations is to support airport operations including areas such as safety, security, incident review, maintenance, ground transportation and vehicle parking services. Video footage and photos will only be used for the purposes for which it was collected.

External Access to Images and Records Retention

All external requests for viewing and copying of historical video/photo must be approved by the Manager, Operations or the CEO of The Red Deer Airport Authority. Access to such video must go through the following process:

- Requests for video footage /photo's may be received by the Airport Operations Manager. Such requests shall be forwarded to the CEO of the Red Deer Airport Authority for approval.
- If the request appears to be within reason, and there is no personal information on the video footage/photo, the request will be approved.
- If the video/photo content contains personal information :
 - it may be disclosed to enforcement, intelligence or inspection agencies without consent, in accordance with PIPEDA s.7(3) upon completion of a "Request for Disclosure Form"

- requests containing personal information require a completed “Individual Release for Disclosure Form” by all individuals shown in the video segment/photo before it will be released
 - the requesting agency must complete a “Request for Disclosure Form” which is used to justify the request and to track the whereabouts of any copies, in the event of a subsequent unauthorized disclosure
 - the completed form must be reviewed by the Operations Manager of the Red Deer Airport Authority for final approval
- If the request is approved to copy video/photo, Airport Operations will receive authorization to make a copy and release it to the requestor.
 - If the request is approved to view video/photo, it must be viewed in the presence of the Operations Manager or CEO or the Red Deer Airport Authority.
 - Airport Operations will log all requests for viewing and copying of video footage.

Individuals who request access to video footage/photo containing their own images must follow the following process:

- A “Personal Information Request Form” must be fully completed and approved by the Operations Manager, of The Red Deer Airport Authority.
- The Operations Manager, or CEO reserve the right not to release video in the following situations:
 - The information is protected by solicitor/client privilege
 - Access to the video/photo surveillance tape would reveal confidential commercial information
 - Access would reasonably be expected to threaten the life or security of another individual
 - The information was collected explicitly for the purpose of the investigation of the breach of an agreement or the contravention of the laws of Canada
 - The information was generated in the course of a formal dispute resolution process
 - The information was created with the purpose of making a disclosure under the Public Servants Disclosure Protection Act or in the course of an investigation into a disclosure under that Act.

- The video/photo contains personal information of a third party that has not consented to disclosure of his/her personal information and/or the personal information is not severable

Fees

The Red Deer Airport Authority reserves the right to charge a reasonable fee when copies of video footage/photos are requested.

Records Retention

The Red Deer Airport Authority will retain video recording/photo for approximately 30 days, at which time they will be overwritten or destroyed. When necessary to keep a copy of video/photo for safety or security purposes, they will be stored for up to 2 years; however, in certain situations, copies may be kept indefinitely.

Video's/photos are electronically stored, under restricted access and with password protections in place.

Request for Disclosure forms shall be retained by the Authority for a period of no more than two years.