

VIDEO 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 Regional 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 charter terminal/FBO, airside, and groundside areas. All cameras digitally record video 24 hours per 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, and 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 Red Deer Regional 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 Director, Safety & Security or the CEO of Red Deer Regional Airport Authority. Access to such video must go through the following process.

- Requests for video footage /photos may be received by the Director, Safety & Security or the Director, Airport Operations. Such requests may be forwarded to the CEO of Red Deer Regional 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.
- Other requests containing personal information require a completed "Consent to Disclose Personal Information Form" by all individuals shown in the video segment/photo before it will be released.
- The completed form must be reviewed by the CEO of Red Deer Regional Airport Authority for final approval. If the request is approved to copy video/photo, the Director, Safety & Security will receive authorization to make a copy and release it to the requestor.
- If a request is approved to view video/photo, it must be viewed in the presence of the Director, Safety & Security, Director, Airport Operations, or CEO of Red Deer Regional Airport Authority.

The Director, Safety & Security 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 Director, Safety & Security, of Red Deer Regional Airport Authority.

- The Director, Safety & Security, the Director, Airport Operations, and/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 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 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

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

Records Retention

Red Deer Regional Airport Authority will retain video recording/photo for approximately 30 days, at which time they will be overwritten or destroyed. When it is 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.

Videos/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.

Additional Video Surveillance

Operations vehicles (#25 and #23) and staff may be equipped with cameras. These cameras will only be activated due to criminal activity, violence, or harassment. All other procedures will remain the same.

January 4, 2023



Graham Ingham
CEO/Accountable Executive



Consent to Disclose Personal Information

Pursuant to the Personal Information Protection and Electronic Documents Act (PIPEDA)

I, _____, authorize Red Deer Regional Airport Authority to disclose
(Print your name)

my personal information

Or

the personal information of _____
(Name of person for whom you are the parent or legal guardian)

consisting of:

CCTV footage captured at the Red Deer Regional Airport on _____, 202__

to _____
(Print name and address of person requiring the information)

I understand the purpose for disclosing this personal information to the person noted above. I understand that I can refuse to sign this consent form.

Name: _____ Address: _____

Home Tel.: _____ Work Tel.: _____

Signature: _____ Date: _____

Witness Name: _____ Address: _____

Home Tel.: _____ Work Tel.: _____

Signature: _____ Date: _____



Personal Information Request Form

This form may be used to request your right to access your personal information held by Red Deer Regional Airport Authority that are subject to the *Privacy Act*.

Privacy notice statement

The personal information provided on this form is collected and protected under the provisions of the *Privacy Act*. Any questions about the collection, use or disclosure of this information should be directed to the Director, Safety & Security of Red Deer Regional Airport Authority. The information is used to process and respond to formal requests made under the *Privacy Act*, including subsequent requests for corrections, complaints, investigations and judicial review when applicable. Failure to provide this information may result in the inability to process your request. You have the right to the correction of, access to, and protection of your personal information under the *Privacy Act*. You have a right to complain to the Office of the Privacy Commissioner of Canada regarding the handling of your personal information request.

I acknowledge the privacy notice statement above.

Personal information

Family name:

Given name(s):

Current address (address number, apartment number, street, city, province, postal code):

Telephone:

E-mail:

Correspondence

Please indicate your preferred method of communication with Red Deer Regional Airport

Authority: E-mail Telephone Letter

Information about your request

Please describe your request, including specific details such as date or date ranges, and details that may help Red Deer Regional Airport to find your information more quickly.

I would like to access the requested information:

- As electronic copies As paper copies In person

Attestation (please select only one option)

- 1. I am requesting personal information about myself
- 2. I am requesting personal information and it may contain another individual's personal information and I have their consent (documentation attached).
- 3. I am requesting personal information on behalf of another individual and I am authorized to do so (authorization or legal documentation attached).
- 4. I am requesting personal information of another individual who is deceased, and I am authorized to do so (death certificate and authorization attached).

Date (yyyy-mm-dd):

Supplemental information

Please attach along with this form a copy of your government issued identity document – Driver's Licence, Passport, etc.

Please note that Red Deer Regional Airport Authority may contact you to verify your identity and to confirm that your request meets the requirements of the *Privacy Act*, *Privacy Regulations*, and associated policies.