



# TOWN OF OXFORD POLICY

NUMBER: 2024-03-15

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**DEPARTMENT:** Administration  
**TITLE:** Video Surveillance Policy

**MINUTES REFERENCED DATE:** 2024 04 24  
**1<sup>ST</sup> REVISION DATE:** 2023 03 15  
**CURRENT REVISION DATE:** 2023 03 15

## PURPOSE

The purpose of this policy is to identify the areas of the Town of Oxford Town Hall that are to be covered by video surveillance, monitoring of the equipment, and retention and release of the data collected. This policy will be reviewed and updated as deemed necessary.

## AREAS COVERED AND INTENT

The areas covered by the video surveillance system are only considered for the following areas of the Town of Oxford Town Hall building, located at 105 Lower Main Street., Oxford. Nova Scotia as described below. Any surrounding area captured in the video recording is not considered in the intent of the use of the video surveillance system. The video surveillance system is set to record motion and not continuously.

The area of the entrance on the Black River Park side of the Town Hall building will be covered by camera recording **video only** with the intent that people being served at the counters can be identified and their behavior is recorded in the event of a disagreement or abusive incident and/or for security purposes after normal business hours.

The area of the Council Chamber entrance at the Main Street side of the Town Hall building will be covered by camera recording **video only** with the intent that people being served at the counters can be identified and their behavior is recorded in the event of a disagreement or abusive incident and/or for security purposes after normal business hours.

The area of the front counter and reception waiting area of the Town Hall building will be covered by camera recording **video only** with the intent that people being served at the counters can be identified and their behavior is recorded in the event of a disagreement or abusive incident and/or for security purposes after normal business hours.

As a deterrent to any improper or illegal activity in the covered areas, signs that indicate the existence of **video-only** surveillance will be posted.

In all cases, audio will not be recorded.

## MONITORING

None of the cameras will be monitored on a real-time basis as that is not required to fulfill the intent of the surveillance system. As such, the monitor to view the camera system will only be turned on when required to view any recordings to identify behaviors of people being served at the counters their behavior is recorded in the event of a disagreement or abusive incident and/or for security purposes after hours.

The surveillance system is securely situated in the office of the Manager of Finance and Administrative Assistant away from the public view.

## DATA RETENTION AND RELEASE

All data recorded by the surveillance cameras will be retained for seven days, and unless a reason to retain the data has been received during that time, it will then be automatically destroyed or deleted by the camera system's configuration, which is set to expire captured video after 7 days.

If any written request is received before recorded data has been destroyed, the data will be retained until the issue has been resolved.

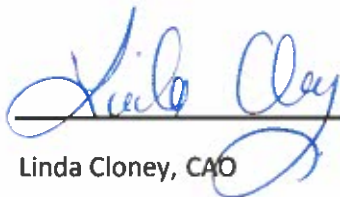
Upon written request from any person for a copy of data containing their image, if that data has not been destroyed, a copy of the portions of the data containing that person's image will be made and provided to them.

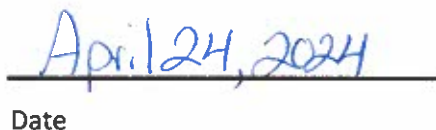
### Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider [7 days minimum]: March 27, 2024

Date of Passage of Current Policy: April 24, 2024

I certify that this Policy was adopted by Oxford Town Council as indicated above.

  
Linda Cloney, CAO

  
Date