



Video Surveillance Policy

Adopted Date	June 17, 2025
Revision Date	
Revision #	0

 <p>NIPISSING FIRST NATION A-Kii, Bemaadziik, E-Nigaamsung The Land, the People, the Future</p>	<h1>VIDEO SURVEILLANCE POLICY</h1>	Rev. Approved Date	June 17, 2025
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1.0 Policy Statement and Legislative Commitment

Nipissing First Nation (NFN) is committed to balancing the safety and security of its staff, assets, and the public with the privacy rights of its employees. The use of video surveillance technology is guided by the principles of necessity, minimal intrusiveness, and transparency. This policy has been created in accordance with the Canada Labour Code (CLC), the Ontario Employment Standards Act (ESA), and privacy legislation including the Personal Information Protection and Electronic Documents Act (PIPEDA).

Under Section 124 of the CLC, employers must ensure that the health and safety of employees is protected, while under the ESA and PIPEDA, employees have the right to reasonable privacy in the workplace. This policy seeks to balance those rights and responsibilities with the operational needs of the Nation.

2.0 Purpose

This policy outlines the rationale, conditions, procedures, and limitations associated with the use of video surveillance at NFN workplaces. The goal is to ensure safety and security without infringing upon the dignity and privacy of employees and others engaged in work-related activities.

3.0 Scope

This policy applies to all NFN employees, contractors, clients, and visitors at any NFN-owned or leased property where video surveillance systems are in place. It includes all departments, vehicles, community buildings, and grounds under NFN jurisdiction.

4.0 Use of Surveillance

a) Video surveillance is used strictly for:

- Ensuring the safety and security of employees, clients, and the public;
- Protecting property against theft, vandalism, and damage;
- Monitoring public spaces and entrances/exits for suspicious activity.

b) Surveillance is not used to monitor employee productivity or behaviour unless there is a specific, documented concern of misconduct or risk to safety.

c) Cameras will not be installed in areas where employees have a reasonable expectation of privacy (e.g., washrooms, locker rooms, break rooms).

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5.0 Notification and Signage

NFN will post clear signage in all areas under surveillance, notifying individuals that they may be recorded. Employees will be informed when and where video surveillance is in place, and the rationale behind its use.

6.0 Access and Storage of Recordings

- a) Video footage will be stored securely and accessible only to designated personnel
- b) Footage will be retained for a limited time (normally 30 days) unless required for investigation or legal purposes.
- c) Access logs will be maintained to ensure accountability for review or disclosure of surveillance footage.

7.0 Review and Use of Footage

- a) Footage may only be reviewed in cases of safety incidents, property damage, reported misconduct, or criminal investigation.
- b) Any use of footage for disciplinary purposes will follow the principles of procedural fairness, including allowing the employee to respond to the evidence.
- c) All reviews will be logged, and the use of footage will be subject to oversight by Human Resources and the CEO.
- d) Requests for review of specific surveillance footage needs to be requested from NFN Directors to the designated personnel.

If there is any suspicious activity, the designate would notify the Director and in instances of employee involvement they would also notify the HR Manager.

8.0 Employee Rights and Complaints

Employees who have concerns about surveillance practices may bring them forward to the Human Resources Department. NFN respects every employee's right to inquire about the nature, purpose, and use of surveillance affecting them.

Complaints will be reviewed confidentially and investigated as appropriate.

9.0 Responsibilities

- a) The CEO and Directors are responsible for ensuring video surveillance is deployed only where necessary and in compliance with this policy.



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b) Human Resources will ensure employees are informed and that the policy is reviewed annually for continued compliance with applicable legislation.

c) The IT or Security department is responsible for the technical maintenance, storage, and security of surveillance equipment and recordings.

10.0 Policy Review and Amendments

This policy will be reviewed annually by Human Resources in consultation with senior management to ensure ongoing compliance with the Canada Labour Code, the Ontario ESA, and PIPEDA. Changes will be communicated to all staff in a timely and transparent manner.

11.0 Contact

Questions or concerns regarding this policy should be directed to:

Human Resources Department

Email: HR@nfn.ca

Phone: 705-753-2050