

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-046

Video Surveillance Policy

Effective Date:

April 10, 2026

Revision Date:

Video Surveillance Policy

1. Purpose

The Town of Lockeport operates video surveillance systems in limited municipal locations to support the safety and security of municipal property, infrastructure, and public spaces.

The purpose of this policy is to establish clear guidelines for the collection, use, disclosure, retention, and protection of video recordings that may contain personal information. This policy ensures that the Town's use of video surveillance aligns with provincial privacy legislation and guidance issued by the *Office of the Information and Privacy Commissioner of Nova Scotia*.

2. Collection

The Town of Lockeport may collect video images through municipal surveillance cameras for legitimate security and safety purposes.

Video Surveillance may be used to:

- protect municipal buildings, equipment and infrastructure
- deter vandalism or illegal activity affecting municipal property
- support investigations related to damage, theft, or other incidents involving municipal assets
- promote safety in municipal facilities and public spaces

Cameras will be positioned to focus on municipal property and public areas. Surveillance systems will not be placed in areas where people expect privacy, such as washrooms, change rooms or inside private homes.

The locations of municipal surveillance cameras are identified in **Schedule A- Camera Locations** of this policy. Cameras will be positioned to focus on municipal property and public areas related to the purpose of the surveillance. Where possible, camera angles will be limited to avoid capturing neighbouring private property or areas not related to the intended security purpose.

Installation of new surveillance systems, or relocation of existing cameras, must be approved by Council.

Schedule A – Camera Locations

Location 1: Tennis Courts

Location 2: Town Hall

Location 3: Roods Head

Location 4: Old Bandstand

Location 5: Beech & Hall

Location 6: Crescent Beach Center

Location 7: Sewer Plant

Location 8: Lighthouse Stage

3. Notification

The Town will provide notice to the public where video surveillance is in operation.

Signage will be placed in visible locations to inform individuals that video surveillance is being used for security purposes. Signs will include contact information for the Town of Lockport for individuals seeking additional information about the surveillance system.

4. Use

Video recordings will be used only for the purposes identified in this policy.

Authorized use may include:

- investigating incidents involving municipal property
- assisting with municipal operational or safety investigations
- supporting lawful requests from law enforcement authorities
- responding to access-to-information requests

Video surveillance will not be used for general monitoring of residents or public activity unrelated to municipal security purposes.

5. Disclosure

Video recordings may be disclosed:

- to law enforcement authorities where necessary for an investigation
- where required under applicable access-to-information legislation
- where otherwise authorized or required by law

Requests for video recordings should be submitted in writing and will be reviewed by the **Town Clerk** to ensure the disclosure complies with applicable legislation. Where appropriate, disclosures will be documented by the Town.

6. Security

The Town of Lockeport will take reasonable steps to protect surveillance recordings from unauthorized access, use, disclosure, alteration or loss. The Town will maintain appropriate administrative, physical and technical safeguards to protect surveillance recordings and the systems used to store them.

Security measures include:

- restricting access to authorized municipal personnel
- storing recordings on secure systems or devices
- maintaining appropriate system safeguards, including password protections where applicable

Unauthorized viewing, access, copying, sharing or distribution of surveillance recordings is prohibited.

7. Retention

Video recordings will be retained only as long as necessary to fulfill their intended security purpose. Unless required for an investigation, legal proceeding, or access request, recordings will normally be automatically deleted after 30 days.

Where footage is required for investigative or legal purposes, the relevant recording may be retained for a longer period and stored securely.

8. Access to Information Requests

Individuals may request access to personal information about themselves contained in surveillance recordings in accordance with applicable access-to-information legislation.

Requests should be directed to the Town of Lockeport administration office and will be handled in accordance with legislative requirements.

9. Contact Information

Questions regarding the Town's video surveillance systems or requests related to surveillance recordings should be directed to:

June Harding
Town Clerk
Town of Lockeport
902-656-2216
townoflockeport@ns.sympatico.ca

The Town Clerk or their designate is responsible for oversight of the Town's video surveillance systems and for ensuring compliance with this policy.