



## VIDEO SURVEILLANCE & TELEPHONE RECORDING POLICY

### **PURPOSE:**

For the safety and security of persons and property at its facilities, the BCMEA has instituted video surveillance at select locations. The BCMEA recognizes the need to balance an individual's right to privacy with the BCMEA's responsibility to protect the safety of its employees, visitors and property. Accordingly, the BCMEA establishes this policy to govern its use of video surveillance.

The BCMEA also records telephone calls received by the Dispatch Centre for the purposes of work scheduling and customer maintenance. Accordingly, the BCMEA further establishes this policy to govern its use of telephone recording.

### **VIDEO COLLECTION, USE, SECURITY, RETENTION AND DISPOSAL:**

Signs are posted at all entry points to advise persons entering all BCMEA property equipped with video surveillance of the presence of the cameras.

The cameras will record digitally to a hard drive. Monitors are located in the BCMEA's main office, Dispatch office and Waterfront Training Centre office. The recorded images are maintained in a secure, locked area accessible only to BCMEA authorized personnel. The images are retained for a maximum of 30 days, if not accessed and saved for reasons of security, at which point they are permanently and safely erased from hard drive.

Only authorized personnel are permitted access to the recordings or the monitoring device. Recordings are only accessed and viewed when and if required to investigate any reported incidents raising personal safety, concerns of damage to property or for any other lawful purpose. Information gathered and relevant to any incidents may be shared with the proper authorities if warranted or required.

Video surveillance footage may be disclosed with consent of the affected individual or as otherwise permitted or required by applicable privacy laws.

### **SURVEILLANCE LOCATIONS:**

#### **Vancouver Dispatch Centre**

The Vancouver Dispatch Centre at 1430 Franklin Street is a twenty-four hour operation. BCMEA employees are on-site at all times, in and around the Dispatch Centre. Accordingly, static video surveillance cameras with night

vision capabilities are installed to discourage unauthorized use of BCMEA property and to protect the safety of BCMEA employees, persons attending the Dispatch Centre and the security of their vehicles.

24 hour fixed-focus video cameras are mounted on the Dispatch Centre. The cameras cover the BCMEA parking area bound by Franklin Street on the north, McLean Drive to the east and the alleyway (between Hastings Street to the south and Franklin Street).

Cameras on the rear of the Dispatch Centre cover the area behind the building (which can be accessed from Franklin Street and the alleyway). The cameras cover only BCMEA property (i.e., the parking lot and the areas adjacent to and behind the Dispatch Centre).

#### **BCMEA Main Offices**

The main offices of the BCMEA are located at 349 Railway Street. To protect the safety of employees, visitors and property, 24 hour fixed-focus cameras are located at all entrances to the BCMEA premises, including the elevator, entrances to the front and rear parkade, and on each floor lobby of the building.

#### **Vancouver Waterfront Training Centre**

The Vancouver Waterfront Training Centre at 11060 Twigg Place, Mitchell Island Richmond is in operation from approximately 0700 to 1700, Monday to Friday with BCMEA employees and ILWU union workers on site at these times. Accordingly, static video surveillance cameras with night vision capabilities are installed to discourage unauthorized use of BCMEA property and to protect the safety of BCMEA employees, persons attending the Training Centre

and the security of their vehicles. The 24 hour fixed-focus video cameras are mounted on the equipment shed located on the north side of the property and on a post next to the crane. These cameras cover the entrance to the equipment shed, entire training yard and employee parking lot.

### **TELEPHONE RECORDING – DISPATCH OFFICE ONLY**

The BCMEA records telephone calls received by the Dispatch Centre for the purposes of work scheduling and customer maintenance (for example, double-checking shift assignments or customer orders).

Recordings of calls to the Dispatch Centre can only be accessed by the Dispatchers and the Dispatch Manager and are only reviewed when circumstances make it neces-

sary. For example, if there is a discrepancy in an individual's shift schedule provided by phone and the BCMEA's shift schedule or a customer's order and the BCMEA's tracking of the order.

Recordings of calls are kept on a hard drive in the Dispatch Centre for a maximum of 30 days.

### **QUESTIONS:**

Questions about this policy can be directed to the BCMEA Privacy Officer at [mleonard@bcmea.com](mailto:mleonard@bcmea.com).

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A copy of the BCMEA's Privacy Policy can be accessed at [www.bcmea.com](http://www.bcmea.com)