1. **Overview**
   1. **System name:**
   2. **System identifier:**
   3. **Camera operator:**
   4. **Short description of system:**
2. **Rationale**
   1. **The purpose/objective for installing these cameras:**
   2. **The necessity for the use of cameras in this area:**
   3. **What less privacy-intrusive alternatives to the use of cameras have been considered and why they have been rejected:**
3. **Scope**
   1. **Description of area(s) to be monitored and placement of cameras, including diagrams where feasible:**
   2. **How many cameras will be installed:**
   3. **Whose activities will be viewed by these cameras (e.g. public, employees, students):**
   4. **What types of Camera Data will be captured (i.e. video, audio or both):**
   5. **Any special capabilities of the system (e.g. zoom, facial recognition or night vision features):**
4. **Privacy**
   1. **How the cameras have been positioned or configured to collect the minimum amount of personally identifiable information necessary to achieve the purpose of the collection:**
   2. **How individuals will be notified that they are entering an area that is being monitored:**
   3. **Whether and when the cameras will be monitored in real time:**
   4. **Whether and when recording of Camera Data will occur:**
5. **Security of Camera Data**
   1. **The place where Camera Data will be received and/or monitored:**
   2. **Arrangements in place to protect against unauthorized viewing of the Camera Data:**
   3. **How and where any recorded Camera Data will be stored:**
   4. **The protocol for accessing and viewing any recorded Camera Data:**
   5. **Technical and physical security arrangements in place to protect against unauthorized access or disclosure of any recorded Camera Data:**
   6. **The protocol for logging access, use and disposal of any recorded Camera Data:**
6. **Legal Authority for Use of Camera System**
   1. **Authority under FIPPA:** The University is authorized to collect personal information using this Camera System under section 26(c) of the British Columbia *Freedom of Information and Protection of Privacy Act* (“FIPPA”), i.e. the information relates directly to and is necessary for a program or activity of the University. The University is authorized to use this personal information under section 32(a) of the FIPPA, i.e. for one of the purposes set out in Policy 118, or for a use consistent with one of those purposes.
   2. **Other legal authority:**
7. **Who to Contact for More Information**
   1. **Title:**
   2. **Mailing address:**
   3. **Telephone number:**
   4. **Email address:**