

Section:	Yukon Liquor Corporation	Effective Date:	February 21, 2019
Number:	CE-2019-06	Last Revised:	
Item:	Video Surveillance Privacy Policy	Reference:	

STATEMENT OF POLICY

This policy describes the minimum criteria that licensees must ensure are contained within their required video surveillance privacy policy.

AUTHORITY

Cannabis Control and Regulation Act – s.53(2)(d)(ii)

Cannabis Licensing Regulation – s.5(3)(c)(d) and (e)

RATIONALE

A video surveillance privacy policy and the implementation of it should balance the security benefits derived from the use of video surveillance with the privacy rights of individuals.

This policy provides the criteria to ensure the requirements of the *Cannabis Licensing Regulation* are met.

DEFINITIONS

Video surveillance – includes any form of visual and/or audio capture by camera.

Monitoring – real-time viewing of the video surveillance camera's sight line.

Storage – device used to retain and play back recorded video surveillance footage.

PROVISIONS

- Video surveillance privacy policies for cannabis retail stores, must contain the following information:
 - **Statement of policy** that identifies how the use (and disclosure, where necessary) of video surveillance (i.e. digital recording) at licensed premises will protect the privacy of all individuals, including customers, staff and visitors.
 - **Statement of authority** that states the legal requirement that licensee prepare and enforce a video surveillance privacy policy (i.e. the requirements contained within the *Cannabis Control and Regulation Act and regulations*).
 - **Provisions** that speak to the following specific requirements:
 - particulars of the system, including locations of recording equipment and storage,
 - maintenance plan, including testing,
 - security of records,
 - how monitoring of the system will be conducted,
 - communication to the public that surveillance system is in use;
 - details of how suspected or actual breaches of privacy will be handled,
 - how requests for footage from law enforcement or inspectors will be handled,
 - if and how access, use, retention, disclosure and disposal of stored video records will be managed, and
 - how video surveillance, in areas where there is an expectation of privacy, will be prohibited.

A video surveillance privacy policy must ensure that:

- the requirements of the *Cannabis Control and Regulation Act* and regulations are met;
- the privacy of individuals in the licensed premises are protected by:
 - o limiting the access (including) viewing and disclosure of video surveillance recordings to those circumstances where access or disclosure are reasonably required to
 - maintain the security of the premises, including inventory,
 - maintain the safety and security of employees or customers,
 - comply with the *Cannabis Control and Regulation Act* (for example to investigate a suspected incident of inventory being diverted to the illicit market), and
 - comply with other legal requirements for disclosure (for example, inspectors, law enforcement officers, a summons or subpoena).
 - o limiting the access (including viewing) of video surveillance recordings to authorized personnel, and
 - o providing appropriate training to staff an all aspects of the video surveillance privacy policy.

RELATED FORMS

N/A

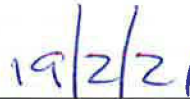
RELATED POLICIES & DIRECTIVES

Eligibility to Install Video Surveillance System Policy – CE-2019-02

Approved by:



Paul McConnell
YLC President



Date: