

PRIVACY

The Town of BWG and BWG Transit recognize the need to balance an individual's right to privacy and the need to ensure safety for bus operators and passengers. This program has been developed applying various guidelines and safety practices in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Office of the Information and Privacy Commissioner of Ontario.

Who can access the recordings?

Only authorized staff have access to the CCTV equipment and only authorized operators are responsible for the use of the equipment. Operations staff at the Town of BWG adhere to a strict code of practice and the use of the cameras is subject to supervision and scrutiny.

If a person requests access to a recording under the provisions of MFIPPA, they shall:

- 1) Make the request in writing and submit it to the Town to the address below. The request shall be in the format of a letter making reference to MFIPPA or by using the MFIPPA Access and Correction Form.
- 2) Provide sufficient detail to enable an experienced employee of the Town of BWG, upon a reasonable effort, to identify the record.
- 3) At the time of making the request pay any associated fees, as provided for under MFIPPA.

Town of Bradford West Gwillimbury
Freedom of Information and Protection of Privacy
100 Dissette Street, Unit 7&8
P.O. Box 100, Bradford, ON, L3Z 2A7
admin@townofbwg.com

You can contact
us for more
information

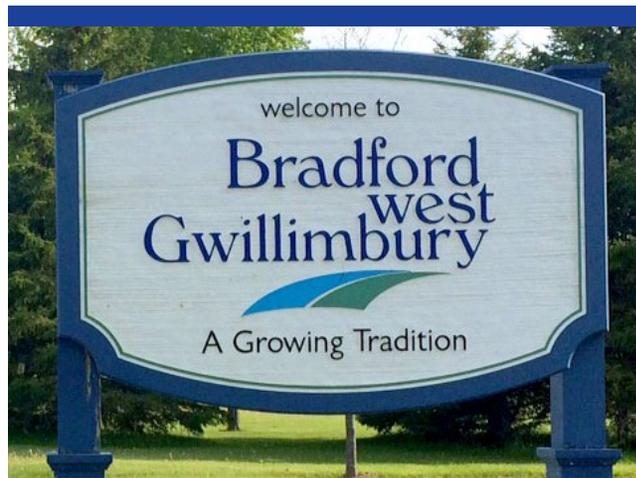
**Town of Bradford West Gwillimbury
Community Services - Transit**

Office hours: Mon-Fri, 8:30am-4:30pm

Telephone: 905-775-5369

E-mail: bwgtransit@townofbwg.com

www.townofbwg.com/transit



ELECTRONIC SECURITY VIDEO SURVEILLANCE (CCTV) ON BWG TRANSIT

VIDEO COVERAGE

HOW IT WORKS

Beginning in January 2018, BWG Transit buses will be outfitted with on-board security cameras, and they will be immediately put into use to ensure the safety of passengers and bus operators.

The Town of Bradford West Gwillimbury uses CCTV at several of its properties to ensure a record is available if required should there be an incident.

WHAT IS CCTV?

Electronic Security Video Surveillance (also known as closed-circuit TV or CCTV) is a television system that operates on a 'closed loop' physical or virtual connection basis. Unlike broadcast television, which is available to anyone with a suitable receiver, CCTV pictures are only available to those directly connected to the loop.

How many cameras are used?

Each bus will be equipped with three cameras and a digital recording device to continually monitor on-board activities from a variety of angles. Signs will be posted outside and inside the buses to advise occupants that activities are under video surveillance including audio recording.

What areas do the cameras cover?

Each area of the bus interior is monitored by one camera:

- Forward Facing: This camera views vehicle and pedestrian activity in front of the bus, as well as the bus-mounted bike rack.
- Front Door: This camera provides a view of the front door, fare box and wheelchair ramp and is located above the bus operator.
- Seating Area: This camera provides viewing coverage of the entire length of the bus (front to back).



The video surveillance system begins recording every time a bus is started. Data and images are stored in the secure on-board Digital Video Recorder (DVR) hard drive.

If required, data can be downloaded from the vehicle's hard drive onto a secure storage device and transferred to the custody of the requester, such as the South Simcoe Police. Downloading and data handling is limited to a small designated group of Town staff, who are required to log all transfers.

Is someone watching all the time?

No. While the cameras and recording devices operate any time a bus is in operation, the recordings are not monitored in real time. Video is only reviewed if necessary to investigate a criminal, safety or security incident.

How long are recordings kept?

The images are kept securely for approximately 6 days of transit service, after which they are electronically erased and destroyed. Images that have been for use in an investigation will be securely held for one year before they are destroyed. Law enforcement agencies have their own evidence retention rules.