



# Security Camera Rebate Program

## PRIVACY PLANNING CHECKLIST FOR BUSINESSES

Businesses are required to meet certain obligations under the BC *Personal Information Protection Act (PIPA)*. This checklist is provided to assist businesses in assessing whether they have met their privacy obligations prior to applying for the City's security camera rebate. Complete and retain this checklist for your records.

*Please note this checklist is a tool for information only and does not constitute a legal document. The City does not assess this information and is unable to certify whether a business has met its legal obligations under PIPA or any other legislation. For additional information on how businesses must satisfy privacy obligations, the City recommends contacting a legal professional or the Office of the Information and Privacy Commissioner.*

### Applicant information:

Owner / Business Name(s): \_\_\_\_\_

Installation Address: \_\_\_\_\_

### Privacy considerations:

- **Has your business experienced incidents that warrant surveillance?**       NO       YES

Provide a brief example (*optional*): \_\_\_\_\_

\_\_\_\_\_

- **Have you considered alternative crime prevention measures?**       NO       YES

Provide examples (*optional*): \_\_\_\_\_

\_\_\_\_\_

- **Does your business have a written policy regarding surveillance?**       NO       YES

Provide additional information (*optional*): \_\_\_\_\_

\_\_\_\_\_

- **What kind of surveillance does your business plan to use / currently use? (Check all that apply)**

VIDEO       AUDIO       OTHER

Provide additional information (*optional*): \_\_\_\_\_

\_\_\_\_\_

- **Will you post a clear, understandable notice about the use of cameras that is visible before individuals enter the premises?**  NO  YES

Provide additional information (*optional*): \_\_\_\_\_

\_\_\_\_\_

- **In what areas of your business will cameras be installed?** \_\_\_\_\_

\_\_\_\_\_

- **How will your business limit collection of unnecessary personal information through camera placement?**

\_\_\_\_\_

\_\_\_\_\_

- **How will your business limit access and prevent unauthorized viewing of the footage?**

\_\_\_\_\_

\_\_\_\_\_

- **Will the data collected from the cameras be encrypted?**  NO  YES

Provide details (*optional*): \_\_\_\_\_

\_\_\_\_\_

- **Will the data collected from the cameras be available through an online connection or on-site only?**

ONLINE CONNECTION  ON-SITE  BOTH

Provide details (*optional*): \_\_\_\_\_

\_\_\_\_\_

- **Will the data collected from the cameras be stored on an encrypted local device or a third party server?**

ENCRYPTED DEVICE  THIRD-PARTY SERVER  BOTH

Provide details (*optional*): \_\_\_\_\_

\_\_\_\_\_

- **How will the data collected from the cameras be destroyed?** \_\_\_\_\_

\_\_\_\_\_

*This document is provided as an informational tool to assist business owners in complying with the Protection of Privacy Act. Please complete and retain this checklist for your records.*