

<b>Number :</b>	RHR-232
<b>Title :</b>	Electronic Surveillance
<b>Person responsible for enforcement</b>	Vice-Rector Administration
<b>Entered into force :</b>	February 7, 2024
<b>Approved :</b>	February 7, 2024 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception :</b>	No exception to this regulation without prior written authorization from the Board of Governors

## 1. Policy Statement

1.1 Saint Paul University aims to be transparent by indicating whether or not it monitors its staff members.

## 2. Areas of application

The present regulations apply to all members of the University's personnel, i.e., any person employed by the University and/or receiving a salary or wage from it. In addition, these regulations apply to students participating in research projects and to volunteers.

## 3. Definitions

For the purposes of this regulation:

**Workplace**: any space where work is performed, including times when employees represent the University at networking events, parties and conferences.

**Electronic surveillance**: includes all forms of surveillance of staff members and one-off employees carried out electronically.

## 4. Responsibilities of members of the University community

4.1 Senior executives, managers and directors are responsible for the application of these rules.

4.2 The Human Resources team is the point of contact for staff members requiring information and advice concerning these rules.

## 5. Regulations

5.1 In accordance with Part XI.1 of the Ontario *Employment Standards Act, 2000* as amended from time to time, Saint Paul University does not conduct targeted electronic surveillance of its employees.

5.2 However, for the safety of employees, students and the general public, there are video surveillance devices in publicly accessible areas such as parking lots, sidewalks, hallways, stairways and building entrances.

5.3 Similarly, for the protection of strategic facilities and equipment, video surveillance devices may be used in areas with more restricted access, such as mechanical, electrical and computer rooms.