

## Safety and Security Camera Installation Application Form

**Date of Application:**

**Requestors Name:**

**Requestors Position:**

**Requestors Department:**

**UNBC Campus or site:**

**Rational/Purpose of Installation:** (E.g. to reduce vandalism or theft, provide forensic value to incident investigation, provide enhanced security, enhance personal security and awareness, ability to monitor area during an emergency)

**What less privacy-intrusive alternatives have been considered?** (secluded location for regular patrols, area prone to previous break-ins, requirement for security coverage through MOU agreements for security of loaned artwork/exhibits - including why less intrusive methods considered were rejected)

**Location for camera (s) installation:** (Positioning within the space to minimize collection of personal information – add floor plan or diagram for clarity)

**Scope of area to be covered by placement:** (E.g. entrance to space, overlooking point of sale counter, piece of equipment or machinery))

## Safety and Security Camera Installation Application Form

Any specialized camera capabilities: (zoom, audio, night vision, facial recognition)

How will notification of camera installation be communicated to affected users in the area?  
(E.g. signage posted at entrance to area, email or announce message to department/program)

*\*Check 1 Option from the following:*

**Overt Camera Installation**

**Covert Camera Installation**  
(Approval of VPAF required)

**Will regular 3<sup>rd</sup> Party Access need to be provided to recorded footage?** (E.g. examination body, industry licensing requirements)

Any questions or assistance required in completing this application form can be sent by email to [cctv@unbc.ca](mailto:cctv@unbc.ca)