



POLICY MANUAL

Revised Policy No. 100

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| Section: | Administration |
| Title | Media Device Use in Facilities |

REASON FOR POLICY

To set parameters for permitted and prohibited use of media devices by staff, Independent Program Providers (IPPs) and visitors in North Vancouver Recreation & Culture Commission (NVRC) facilities in order to foster a safe environment and respect people's right to privacy.

POLICY

1. NVRC staff are prohibited from collecting personal information that does not have an intended purpose for the NVRC's operations. NVRC staff must receive permission from an individual prior to creating a media record where the individual is a program or event participant or a facility visitor, and must state how the NVRC intends to use the media record.
2. The use of Media Devices for photography, video or audio recording in change rooms, showers, washrooms and first aid rooms is strictly prohibited under any circumstances.
3. The use of Media Devices for photography, video or audio recording is prohibited without a subject's expressed consent or, where the subject is a minor, the consent of their parent or guardian.
4. Organizations and groups who rent NVRC facilities must comply with this policy in common facility areas (lobbies, washrooms, etc.) and are responsible for the use of Media Devices in the rented areas.
5. IPPs must receive permission from an individual who is a program participant prior to creating a media record and must state how they intend to use the media record.
6. NVRC staff reserves the right to request verification of the intent of anyone taking photos, videos or audio recordings in NVRC facilities or programs, and have the authority to grant or deny permission to proceed.

DEFINITIONS

Media Devices include, but are not limited to, cameras (digital or film), video cameras (digital or film) and audio recording equipment, either included in mobile telephone technology or stand-alone.

Personal Information means recorded information about an identifiable individual other than contact information.

AUTHORITY TO ACT

Authority to act is delegated to the Director of Recreation & Culture.

See "Procedures Related to Administration Policy No. 100: Media Device Use in Facilities".

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| Approval Date: | March 18, 2010 | Approved by: | Commission |
| Revised: | March 30, 2017 | Approved by | Commission |