
Video surveillance regulations - Alliance Française de Moncton

According to guidelines accessible at [this link](#).

Our video surveillance policy states:

- **the justification and purpose of the surveillance system**
 - *The surveillance system has two objectives:*
 - *to record continuously during official exams in order to prevent fraud or, if necessary, serve as evidence,*
 - *and to record any movement detected outside exam hours in order to monitor the computer equipment in the room in question.*
- **the location and field of view of the equipment**
 - *In the exam room for computer-based tests, two cameras are positioned on opposite walls and their field of vision is directed towards the stations where candidates sit to take their tests.*
- **the specific characteristics of the system**
 - *Outside of official exams:*
 - *the cameras activate when they detect movement,*
 - *and they have night vision.*
- **the rationale and purpose of the chosen location and field of view**
 - *The location and field of view of the two cameras allow the entire room to be covered and any suspicious movement to be observed.*
- **the personnel authorized to operate the system and access the information it contains**
 - *The exam coordinator (or, in their absence, the director) extracts a video when additional evidence is needed in cases of fraud*
 - *Please note: the recorder is password protected.*
- **the hours of surveillance**
 - *On days when exams are held: from 8 a.m. to 5 p.m.*
 - *Otherwise, 24/7 for motion detection.*
- **when recording takes place, if applicable**
 - *During an official examination*
 - *When movement is detected.*

- **where the signals from the equipment are received and monitored**
 - *The cameras and recorder are not connected to the Internet; they are connected by cable. Recordings are stored solely on the recorder's hard drive. The exception to this is when a recording is needed as evidence of fraud, in which case the recording is shared with the relevant exam officials if necessary.*
- **guidelines for managing video surveillance recordings, including security, use, disclosure, and storage**
 - *Security: recordings are password-protected in the recorder.*
 - *Use and disclosure: an extract from a recording may be disclosed to the appropriate authorities in the event of fraud or a violation.*
 - *Storage: Recordings are stored on the recorder's hard drive until the recorder overwrites them (estimated time before the recorder overwrites: between 1 and 3 months).*
- **procedures for the secure destruction of video surveillance recordings**
 - *The cameras overwrite recordings gradually: estimated 1 to 3 months between recording and destruction.*
- **procedures allowing individuals to access information collected about them and to challenge any alleged failure to comply with the policy**
 - *The candidate involved in a recording used as evidence in a case of fraud may request to consult the recording.*
- **the name of the privacy officer who can answer questions about surveillance**
 - *Pierrick BARTHEZEME - executive director of the Alliance Française de Moncton.*

The Alliance Française de Moncton pledges to comply with the provisions of these regulations at all times.