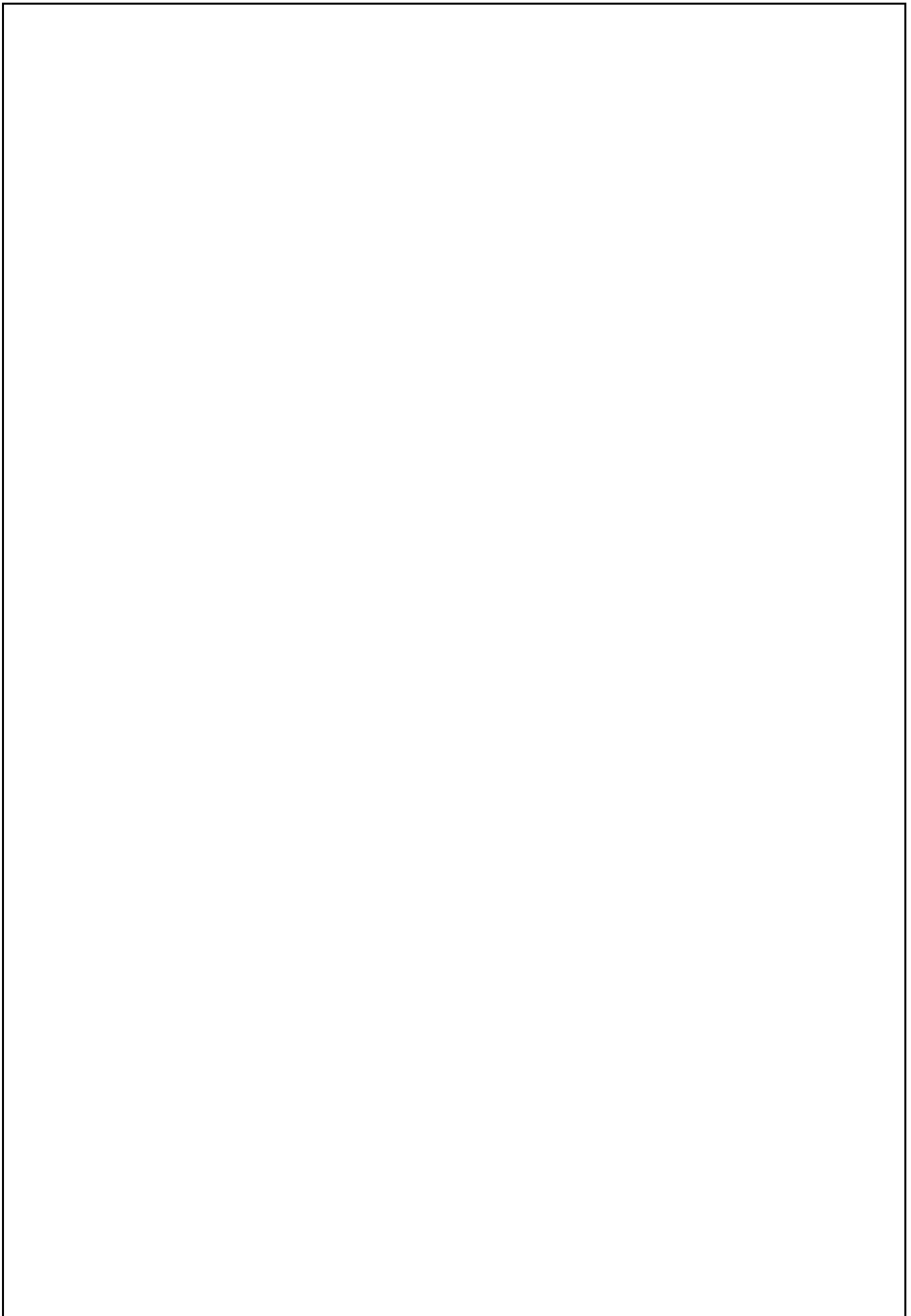


KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section Board and Community

- General

Regulation Code: B1.7.1

Policy Code Reference: B1.7

Regulation: VIDEO SURVEILLANCE – continued

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date, time and location of the footage; the name, title and agency to whom the footage is being disclosed; the amount of footage involved; the circumstances justifying disclosure; where applicable, the case file number of the law enforcement agency's investigation; the means used to disclose footage, and whether the footage will be returned or securely destroyed after use. This Video Surveillance Records Access/Release Log is Appendix B.

- 4.5 Video records may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information and Protection of Privacy Act of Ontario (FIPPA) and any rules or regulations thereunder or as otherwise required by law.
- 4.6 Individuals who have been recorded by surveillance systems have the right to request access to their personal information.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section Board and Community

- General

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Regulation:

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6. Disposal or Destruction of Records

6.1 The principal or site manager must ensure that video records are disposed of in a secure manner. Tapes and diskettes for ~~plans~~ shall either be shredded, burned or magnetically erased prior to disposal.

6.2 A storage device disposal record will be completed when disposing of a storage device. The Records Destruction Form is Appendix D.

7. Auditing and Evaluating Use of Surveillance

7.1 The school board shall ensure that the use and security of video surveillance equipment is subject to regular audits, to ensure policies and procedures are followed.

7.2 The school board shall regularly review and evaluate its video surveillance program to ensure it is still justified. This shall include assessment of whether continued deployment of cameras at a particular school remains justified. This evaluation shall occur at least once every three years.

Established May 26, 2005 Revised/Reviewed

February 27 2014

June 20, 2019

VIDEO SURVEILLANCE IN EFFECT



Video surveillance is in effect in the health units of the Education
Academy and the Municipal Food Information and
Protection Agency, for the safety of the students,
staff and the community.

For more information, contact the
Principal of ENSSA at (613) 475-0540.

Kawartha Pine Ridge District School Board

Video Surveillance Procedures

APPENDIX B – VIDEO SURVEILLANCE RECORDS ACCESS/RELEASE LOG

Please complete this form every time a video surveillance record is accessed by staff and/or released to external agencies, such as police, in accordance with Video Surveillance Administrative Regulation B-1.7.1. The completed form should be kept with the corresponding video surveillance footage.

Contact Person's Name and Title	Phone Number/Extension

Video Surveillance Records Access or Release

Footage date
and

Kawartha Pine Ridge District School Board
APPENDIX C – CONFIDENTIAL AGREEMENT

In consideration of his/her employment, the Employee hereby agrees as follows:

1. Confidentiality

Kawartha Pine Ridge District School Board

Records Retention Procedures

APPENDIX D - RECORDS DESTRUCTION FORM

Please complete this form to document the destruction of records (includes print documents, video recordings, electronic files, etc.), in accordance with the KPRDSB Records Retention Schedule.

School/Department	Person Completing Form	Phone Number/Extension

Records (Video, Paper Document or Electronic File) to be Destroyed

Records Number and/or Name Date Range (Month/Year) Description Volume (# of)