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- a) Video surveillance will only be used at schools and district facilities to monitor and record for safety and property protection purposes or for other purposes authorized by the Superintendent of Schools and permitted under the Freedom of Information and Protection of Privacy Act (each an "Authorized Purpose").
  - b) Prior to introduction of overt surveillance methods or equipment at any school or district facility or property, a report shall be provided to the Superintendent and Secretary-Treasurer documenting:
    - i. the Authorized P

- b) Only persons authorized by the Superintendent of Schools ("Authorized Persons") will have access to the system's controls and reception ("System Components").
  - c) Receiving equipment (such as video monitors or audio playback speakers) will be located in a controlled access area. Only Authorized Persons will have access to these System Components.
  - d) System Components that permit internet access or transmission of digital recording files will be maintained securely and will include measures protecting against unauthorized electronic access, including by ensuring appropriate firewalls, encryption and user authentication is maintained.
  - e) Video monitors will not be located in a position that will enable public viewing.
  - f) The site or school shall maintain a log of all access to the System Components ("Access Log").
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- a) Videotapes or digital video files (the "Footage") shall be stored in a locked filing cabinet or in a secure manner in an area to which only Authorized Persons have access.
  - b) Except as otherwise set out in this Procedure, access to Footage shall be limited to Authorized Persons.
  - c) The school or site shall ensure appropriate electronic security measures are in place to protect Footage maintained in digital files. The removal of any Footage from the site or school shall be logged.
  - d) Footage will not be sold, publicly viewed or distributed except as provided under the Policy or this Procedure or as required by law.
  - e) The school district, reserves the right to use Footage for the purposes of investigation into any incident occurring on school district property, in connection with legal claims or the possible violation of laws. Footage may, where appropriate, be shared with the school district's insurers or legal advisors or used as evidence in legal proceedings.
  - f) While video surveillance is not utilized for the purposes of routinely monitoring staff or student activities, any evidence of misconduct or breach of school rules that is captured by surveillance systems may be used and relied upon by the school district.
  - g) The school district may also disclose or provide access to Footage or System Components to law enforcement officials or to assist in a specific investigation or make other disclosures as it is required or permitted to make under FIPPA and other applicable laws.
  - h) Footage will ordinarily be destroyed within one month of creation, or at other regular intervals determined by the Superintendent of Schools from time to time, unless it is being retained to deal with a specific issue, event, investigation or legal matter or retention for a longer period is required by law. A request to retain any Footage may be made by a site supervisor or principal, staff member, parent or student.
  - i) Logs shall be kept of all instances of access to, and use of Footage.

- a) Subject to Section 4(d), students, staff, parents or guardians requesting to view Footage

