



Appendix A

Record of Accessed Surveillance Camera Footage

This form is to be completed by the school principal/vice principal

Details of Accessed Surveillance Footage

Date and time range of accessed footage (Must match the time stamp from the Video Surveillance System):

Description of footage accessed:

Reason footage accessed:

Has the accessed footage been requested by police? Yes/ No

Has the accessed footage been requested via a Freedom of Information request? Yes/ No

Viewer Details

Name of Principal/Vice
Principal

School

Date footage accessed by
Principal/Vice Principal

Declaration Regarding Viewed Footage

I understand that **TCDSB Policy B.M. 07 - Video Surveillance** requires that accessed video footage be retained for a minimum of one (1) year, and stored confidentially in a secure access location. The principal and/or vice-principal of the school is responsible for the footage during its retention period.

Signature of Principal/Vice Principal: _____

The information contained in this form is collected under the authority of the *Education Act*, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. It will only be used for the purpose for which the information has been collected. This form shall be retained along with the viewed video surveillance footage for a minimum of one year.