

# 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 time	Footage location , description and length	Names of p ersons viewing video	Title and agency of persons viewing	Reason for disclosure	Method of disclosure

Case file number (where appropriate): \_\_\_\_\_

Footage to be:     ' 5 H W X U Q H G W R D e R K t R n e d \_\_\_\_\_     Date Returned \_\_\_\_\_     Returned by: \_\_\_\_\_     Name \_\_\_\_\_

OR

' ' H V W U R \ H G D I W H U X V H

If you have any questions about this form or the Records Retention schedule, please contact: Kristen Larocque by email or 705-742-9773, extension 2001.