









## Responsibilities

The following personnel are authorized to implement a video surveillance system, view surveillance footage in the discharge of their duties:

### Director of Education:

The Director of Education is accountable for ensuring there is a Video Surveillance program that complies with the principles of the Municipal Freedom Information Protection Privacy Act.

### Principals (or designates):

Principals or designates are responsible for ensuring secure handling of video footage and for submitting requests to the police for assistance in obtaining surveillance footage on behalf of law enforcement.

### HCDSB Supervisory Officers:

Supervisory Officers are responsible for ensuring there is compliance with this policy.

### Senior Manager IT Services:

The Senior Manager IT Services is responsible for ensuring designated IT staff maintain the chain of custody of video surveillance footage.

### Halton Student Transportation Services (HSTS) Manager:

The HSTS Manager is responsible for ensuring transportation providers are meeting their contractual obligations with respect to providing video surveillance systems on designated vehicles.

### Driver Records Information Management Officer:

Driver Records Information Management Officer is responsible for all requests of the HCD SB's Motor Vehicle Information Privacy Act (MIPVA) of a video record.

APPROVED: \_\_\_\_\_  
Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
Chair of the Board