

Procedure No. VI-83

Video Surveillance	
Adopted:	
Next Scheduled Review:	

Procedures:

- [I-30](#)
- [I-02](#) Records and Information Management
- [VI- 82](#) Records and Information Management procedure
- [I-07](#) Protection of Privacy
- [VI-81](#)
- [VI-51](#) Privacy Breach Procedure
- [II-24](#) Home to School Student Transportation
- [VI-07](#)
- [II-39](#) Progressive Discipline and Safety in Schools
- [VI](#)



performance of audits. The Manager, Privacy Records and Information Management Services is also responsible for the HCDSB's responsibilities, where applicable.

4. Principals are responsible for ensuring that all staff are aware of and adhere to the HCDSB's policies and procedures regarding video surveillance. The Principal must accomplish this in accordance with HCDSB policies and procedures.
5. Halton Student Transportation Services (HSTS) Manager is responsible for ensuring transportation providers are meeting their contractual obligation with respect to providing video surveillance systems on designated vehicles. Contractual obligations include the installation and maintaining of authorized video surveillance systems. The HSTS Manager must ensure that all HSTS vehicles are compliant with HCDSB policies and procedures. The HSTS manager may request an internal investigation if a violation of HCDSB policies and procedures is suspected. The HSTS manager must ensure that all HSTS vehicles are compliant with HCDSB policies and procedures.
6. Information Technology Services (ITS) Manager is responsible for ensuring that all IT systems are secure and that all data is protected. The ITS Manager must ensure that all IT systems are secure and that all data is protected.

Planning Criteria

Planning Criteria for Video Surveillance Systems

1. To ensure the safety of individuals and the protection of their well-being and as a deterrent and detection mechanism against vandalism to building and property, video surveillance cameras may be used as follows:
 - To protect the safety of individuals and the protection of their well-being.
 - To detect and prevent vandalism to building and property.
 - To protect the safety of individuals and the protection of their well-being.
 - To detect and prevent vandalism to building and property.
 - To protect the safety of individuals and the protection of their well-being.
 - To detect and prevent vandalism to building and property.
 - To protect the safety of individuals and the protection of their well-being.
 - To detect and prevent vandalism to building and property.
2. HCDSB

4. HCDSB employees who are contractually bound to confidentiality agreements with the principals of their schools and the MFIPPA in performing any duties related to a HCDSB-approved video surveillance system.
5. HCDSB surveillance of a school is governed by the privacy legislation applicable to the school and is subject to the provisions of the MFIPPA or other relevant statutes.
6. Where a service provider fails to comply with this policy on the basis of the MFIPPA, such a failure constitutes a breach of contract and may result in contract termination.
7. HCDSB surveillance of a school is subject to the provisions of the MFIPPA and is subject to the provisions of the MFIPPA or other relevant statutes. See Appendix D.

Requesting Formal Access to Video Surveillance Footage

1. All requests for video surveillance footage, including requests for footage on HCDSB premises, will be directed to the Manager, Privacy, Records, and Information Management and approval.
2. All requests for video surveillance footage must be in writing utilizing the HCDSB's Request for Video Surveillance Footage Form. (The request will be routed to the Manager, Privacy, Records, and Information Management or designate for approval)

Provide sufficient detail, such as the approximate time and date, the location of the incident, to enable an experienced employee of the HCDSB, upon reasonable effort, to identify the record. If the record is not located, the employee will make every effort to take the request, pay the applicable fee, if required. Be advised that some requests may be denied in accordance MFIPPA provisions.

Expect a response to your request within 30 business days of the date of the request.

3. When a request for video surveillance footage is made for a vehicle, the request will be done through the Manager of HCDSB or designate using HCDSB's Electronic Video Surveillance Request Form. The Principal must also inform the Family of Schools Superintendent of the request.
4. Access to the Digital Video R



1. HCDSB commits to verifying compliance to the video surveillance policy and procedures through audits.
2. The Manager, Privacy, Records, and Information Management will perform regular audits and unscheduled spot audits of the Video Surveillance system, checking:
 - Position of the Video Surveillance viewing station and camera views.



