



**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
<p>I understand that <b>TCDSB Policy B.M. 07 - Video Surveillance</b> 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.</p> <p>Signature of Principal/Vice Principal: _____</p>

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 ~~the current school year~~ plus **a minimum of** one year.