

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 persons viewing video	Title and agency of persons viewing	Reason for disclosure	Method of disclosure

Case file number (where appropriate): _____

Footage to be: **Returned to school** **Date Returned:** _____ **Returned by:** _____
Name

OR

Destroyed after use

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.