

Electronic Surveillance Authorization to Access

Viewing of Electronic Recordings:

An individual who is the subject of electronic surveillance has the right to request access to the video recording in accordance with the provision of the Freedom of Information and Protection of Privacy Act. Access in full or in part may be refused on any of the grounds set out within the legislation.

Video monitors used to view video recordings shall not be located in a position that enables public viewing. Video recordings may only be viewed in accordance with the Freedom of Information and Protection of Privacy Act. Only Division personnel authorized by the Superintendent may view the contents of electronic recordings for the purpose that they were created. Law enforcement officers may access video recordings only in accordance with the provisions contained in the Freedom of Information and Protection of Privacy Act.

Parents may request to review a segment of electronic recording related to a specific incident involving their child or children. In each such case, the review may only be granted after considering and ensuring the privacy rights of third party individuals who are contained in the recorded images. Where third party interests may be present the request is to be reviewed with the Division FOIP Coordinator prior to the granting of the request.

A log shall be maintained of all episodes of access to, or use of, electronic recordings.

Per Section 4.4.1 of Administrative Procedure 131 Electronic Surveillance, I hereby request authorization to view the contents of video recordings for:

Name of School

Date

Name of person making request

Date

Principal Authorization:

Signature

Date

Superintendent Approval:

Signature

Date