Video Security System Request

Submitted to: Eugene May
Education Officer – Student Support Services

By Principal: _____

School: _____

Date: _____

(To be completed at District Office)

Approval Status: Approved _____ Not Approved _____

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Assistant Director of Education – Programs Date

The information contained in this report will assist the Director (or designate) in determining approval status of your request for video security. Please provide as much detail as possible when answering the questions. Each request will be assessed on an individual basis, balancing needs with privacy, and *you will be notified of approval status once a decision has been made. Please note you may be contacted by District Office personnel for discussion on your submission or for additional information. District policy on collection, access, use and disclosure, retention, and destruction will apply to all approved video security systems*.

1. Define the problem(s) you are experiencing, in detail, necessitating the installation of video security in your school. Please provide a detailed history of events that have happened within/outside your school and the impact of the events on students, staff, programming, etc. *The Guidelines for Public Bodies on Video Security in Newfoundland and Labrador*, Office of the Information Privacy Commissioner, require evidence of repetitive problem(s). Please document the date of the event(s), the financial implications of each event, administrative time spent on responding to events, any loss of instructional time, plus additional information you deem relevant.

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2. Please describe in detail the efforts and actions you have taken at the school administration level to address the problem(s) you have identified. Public bodies are required to demonstrate due diligence in preventing and responding to adverse events through least intrusive means, before implementing video security systems that may impact on privacy.

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3. Please indicate the number of cameras and specific locations you propose to have installed. Cameras are not permitted in washrooms or change rooms, or areas with a high expectation of privacy. Guidelines require consideration be given to high risk areas only that are vulnerable and they note 24/7 systems may not be appropriate for some agencies. Do you propose to have cameras only at entrances/exits, do you propose to have cameras outside facing the parking lot, and do you plan on placing cameras in all hallways or specific high risk areas? Do you plan on having cameras turned on at all times?

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4. Please provide evidence of school council and school community support. Document your meetings with school councils, the parental community and other stakeholders consulted. Please note the level of support received and note any specific objections voiced during your consultations.

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5. How do you propose to fund this project? You will need to consider costs of purchase, installation, maintenance and upgrades when implementing video security. These costs are normally the sole responsibility of the school.

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Thank you.

Please feel free to attach any additional information you deem relevant to your request.