

REGISTER OF OFFICIAL DOCUMENTS

Video Surveillance Policy

Category and code: P-2.13

Date of Coming into Force: November 25, 2019

Number of Pages: 8

Origin: Legal Department

Operator and Storage Site: Legal Department

History: Adopted by Resolution 07-04-26 Amended by Resolution 2019- 11-#04





Surveil	





- 5.4. For the Head Office, all access to the information transmitted or recorded by a Video Surveillance System must be authorized in writing by the Director General.
- 5.5. All recordings must be stored securely in a locked receptacle located in a controlled access area.

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- 5.6. The maximum retention period for recorded information shall be forty-five (45) calendar days. This timeframe is based on experience, risk assessment, privacy considerations and equipment capabilities.

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Addendum A: Request for Installation of a Video Surveillance System

School/Centre/Head Office Department:	
Location of the video system surveillance requested:	
Reasons for the video surveillance and duration required:	
Signature of Principal/Centre Director/Director of services:	Date:
Signature of Regional Director (or Director General):	Date:

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