



## REGISTER OF OFFICIAL DOCUMENTS

### Video Surveillance Policy

Category and code:	P – 2.13
Date of Coming into Force:	November 25, 2019
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Origin:	Legal Department
Operator and Storage Site:	Legal Department
History:	Adopted by Resolution 07-04-26 Amended by Resolution 2019- 11-#04











- 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. Recorded information will be routinely destroyed in accordance with the retention schedule.



