

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION C: STUDENTS**

APPENDIX B

"SAMPLE"

INSERT SCHOOL LETTERHEAD

MEMORANDUM

To: All Students, Parents and Guardians

From:

Date:

Re: VIDEO SURVEILLANCE

St. Christopher Catholic Secondary School is equipped with a video surveillance system to protect the well-being and security of students, staff and visitors, and as a deterrent to vandalism, criminal or other illegal activities.

All information obtained by video surveillance is confidential and will only be provided to police authorities when criminal or other illegal acts are suspected. All video recorded material will be destroyed within 30 days of being recorded unless it is used as part of an investigation.

All information is managed in accordance with the St. Clair Catholic District School Board policy for Use of Video Surveillance Cameras and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). All Board policies are available on the Board's website www.st-clair.net.

For more information, please contact the Principal at XXX-XXXX extension XXXX or the St. Clair Catholic District School Board at 1-866-336-6139 extension 10313.