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Sample Letter for Principals – Video Surveillance

[Date]

Dear Students, Parents and Guardians,

[Name] School is a vibrant, dynamic and well-utilized building, with [number] students and approximately [number] staff members learning and working each school day. In addition, there are many other Pembina Hills Regional Division personnel who learn and work with us. As well, many visitors, rental users and community members pass through the doors each year.

Pembina Hills Regional Division No. 7 has determined, through careful analysis, in an attempt

- a. to maintain a safe and secure environment at the school for students, staff and the public, and
- b. to control vandalism of and criminal activity on school property,

for selected schools, that the best method to provide this is through the installation of a video surveillance system. This system will be/has been installed during the months of [names of the months] [name of year].

The system will be installed and reviewed in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*. Closed circuit television cameras for the video surveillance system will be located on Pembina Hills Regional Division owned or operated property, and will be clearly identified through the use of signage. These areas include school parking lots, building entrances and exits, stairwells and hallways.

Personal information for the video surveillance system is collected under the authority of the *School Act* and the *Freedom of Information and Protection of Privacy Act (FOIP)*. This information is recorded and collected to help maintain a safe and secure environment in the school and on school property. The users of this information are the principal or designate or law enforcement personnel in case of reported incidents that would require an investigation. Only authorized persons will review video surveillance information.

Inquiries concerning the video surveillance system or the collection and use of recorded information may be made by contacting me directly at the school.

Sincerely,

School Principal