

VIDEO SURVEILLANCE SYSTEMS

APPENDIX 3

SURVEILLANCE FOOTAGE RELEASE FORM

SCHOOL: _____

Use of Recorded Surveillance Footage: *Incident specific images may be released to the Durham Region Police Service to aid an investigation for which a proceeding is likely to result or to comply with a warrant or court order. Digitized footage shall be disclosed in an encrypted format for a one (1) year period.*

**TO BE FILLED OUT BY DURHAM REGION POLICE SERVICE*

I, the undersigned, declare that I have received the recording and understand that this information remains the property of Durham District School Board and will not be duplicated without the permission of the Durham District School Board.

Name

Footage disclosed *(Date of the Recording)*

Reason for disclosure

Case file/incident # related to the investigation

Will the footage be returned or securely destroyed by the police?

If returned, please enter return date

Signature

**TO BE FILLED OUT BY A DURHAM DISTRICT SCHOOL BOARD REPRESENTATIVE (FACILITIES SERVICES)*

Date of footage release

Representative name

Representative signature
