



NATIVITY OF MARY SCHOOL | POLICIES AND PROCEDURES FOR SECURITY CAMERAS

Nativity of Mary School reserves the right to place security cameras on campus where necessary. Security cameras will be limited to uses that do not violate the reasonable expectation of privacy of any individual.

Nativity of Mary School respects the privacy of students, staff, and community members and is sensitive to balancing privacy with safety needs on campus. Cameras are not a guarantee of safety, but are a tool to assist local authorities. Cameras protect the school community from dangers by serving as deterrents and expediting investigations.

Q: Who will have access to view the cameras live and/or recorded? How is this enforced to make sure only authorized persons have access?

A: The School Principal and the Facilities Manager will have access to the security cameras.

Nativity of Mary School has a Security Camera Viewing Footage Request Form. Requests to review recordings from security cameras that are on the property of Nativity of Mary School must be approved by the School Principal and Pastor. Completion of this form is only an application for request and does not constitute approval to view recordings. You will be notified in writing that your request has been either approved or denied.

Q. How long is the camera footage saved?

A: Recordings will be stored for a minimum of 30 days. After 30 days, recordings will be deleted from the storage server unless they have been flagged for investigative purposes.



NATIVITY OF MARY SCHOOL | SECURITY CAMERA VIEWING REQUEST FORM

Requests to review recordings from security cameras that are on the property of Nativity of Mary School must be approved by the School Principal and Pastor. Completion of this form is only an application for request and does not constitute approval to view recordings. You will be notified in writing that your request has been either approved or denied.

REQUESTING INDIVIDUAL INFORMATION

Name of Individual Requesting: _____

Email Address of Individual: _____

Recording Requested Date: _____

Recording Requested Time Frame: _____ AM PM

REASON FOR REQUESTING RECORDING

_____ Criminal Activity

_____ Student Code of Conduct Violation

_____ Missing Property

Other _____

BRIEF DESCRIPTION OF REASON RECORDING IS NEEDED:

By signing this document, I certify that all information provided is true and accurate to the best of my knowledge.

Signature of Requesting Individual

Date

School Principal's Signature: _____

APPROVED

DENIED

Pastor's Signature: _____

APPROVED

DENIED