

## SURVEILLANCE NOTIFICATION TO PARENTS

<Insert Date>

<Insert parent/guardian name>

<Insert 911 address>

<Insert town, province, postal code>

Dear <insert parent/guardian name>:

This letter is to inform you that a surveillance system, which may also include audio/sound recording, has been installed on bus <insert bus number>. All students who ride on this bus are being notified.

The system will be activated on/after <insert date>. We have initiated this to ensure everyone's safety and compliance with all rules while riding the bus.

Cameras could be positioned in various locations within the school bus, and may include outside the bus as well. A sign is posted within the bus informing that surveillance may be in operation.

Privacy will be respected according to RCJTC and Board policies. RCJTC, school principal and/or vice principal may view any recorded video.

If you have any questions or concerns, please contact this office at 613-732-8419.

Thank you for your co-operation in this matter.

Sincerely,

Robert White  
General Manager

- c. Principals of Affected Schools
  - Superintendent of Business Services, RCCDSB
  - Superintendent of Corporate Services, RCDSB
  - Superintendent of Education, RCCDSB
  - Superintendent of Education, RCDSB
  - Operator <insert bus operator name>