



May 18, 2017

Students and Parents
Collingwood Collegiate Institute

Dear Students and Parents:

Late last year it was discovered that there were cameras placed in some of the music classrooms at the school. Since they were discovered, the board has been working with the Collingwood OPP and the Information and Privacy Commissioner of Ontario (IPC).

We are writing to notify you of a potential breach of privacy which is contrary to the *Municipal Freedom of Information and Protection of Privacy Act*. This breach pertains to any person who entered one of the affected classrooms during the last five-year period.

The cameras were discovered in the following locations:

- Room 148 – Music Classroom
- Room 148A – Music Classroom/Storage Area
- Room 148B – Music Office
- Room 148C – Music Practice Room
- Room 149 – Music Classroom
- Room 149B – Music/Arts Storage Area

Upon discovering the cameras, the principal of the school notified the respective superintendent. All of the monitoring equipment was subsequently removed by board staff, and secured at our board office. The same day, our community relations officer from the Collingwood OPP was contacted about the discovery of the cameras. Our human resources department was also informed and an internal investigation ensued over the period of December 2016 to February 2017.

The investigation has revealed that the equipment was installed approximately five years ago by two staff members to help address issues of alleged instrument theft. There is no indication that the surveillance video was viewed by the respective staff for any purpose other than resolving matters of theft. School administration was unaware that the equipment was installed, or in place, during this five-year period.

As a follow-up to the investigation, the IPC was notified of the breach on January 13, 2017. The relevant authorities were also notified on this same date. In due course, the recorded images will be disposed of with the assistance of our confidential material disposition service contractor. We have been working closely with the IPC these past months to ensure this matter is addressed appropriately.

We take our responsibility to protect our students' privacy very seriously and want you to know that we will continue to make improvements in this area through on-going staff education and training.

On behalf of the Simcoe County District School Board, I wish to express my sincere regrets for this breach.

Questions or concerns may be directed to me at: (705) 734-6363 x11638.

The IPC may be contacted at: 2 Bloor Street East, Suite 1400, Toronto, ON M4W 1A8.

Sincerely,

Jackie Kavanagh
Superintendent of Education - Area 5
Simcoe County District School Board