



CITY CRUISES CANADA POLICIES AND PROCEDURES

Request for CCTV Installation – City Cruises Canada

Should a department require CCTV cameras to be installed in their location, complete the below Request form. Send the completed form from an official email address to hncsecurity@hornblower.com.

Requester Information	
Full name of individual making request:	
Requester's department:	
Requester's email address:	
Access Request	
<i>The specific purpose for installing CCTV camera (i.e. security enhancement etc.)</i>	
Location	
<i>The exact site and location where the camera is required (i.e., specific room, entrance, etc.)</i>	
Timeline:	



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To be completed by Safety Services department

Security requirement meets CCTV policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Request is approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If denied – please indicate reason:		
<div></div>		
Regional Director, Safety Services Approval:		
Date:		