

Effective: 08/23/2023

## **Policy 708: Safety and Security Camera Acceptable Use Policy**

Related Policies and Procedures:

Adopted: 08/23/2023

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### **I. Introduction**

This policy provides guidance on the installation of video surveillance equipment and the handling, viewing, retention, dissemination, and destruction of video surveillance records.

### **II. Responsible Party**

Department of Public Safety.

### **III. Purpose**

This policy provides guidelines for the Reasonable Expectation of Privacy, Security Camera, Property Protection, Personal Safety, and Crime Prevention.

### **IV. Definitions**

**Reasonable Expectation of Privacy:** The reasonable expectation of privacy is an element of privacy law that determines in which places and in which activities a person has a legal right to privacy. Sometimes referred to as the "right to be left alone," a person's reasonable expectation of privacy means that someone who unreasonably and seriously compromises another's interest in keeping their affairs from being known can be held liable for that exposure or intrusion.

**Security Camera:** A device that records images and which is used to detect or prevent crime.

**Property Protection:** The intent is to capture video and store it on a centralized video management system so that if property is reported stolen or damaged, the video may show the perpetrator.

**Personal Safety:** The intent is to capture video and store it on a centralized video management system so that if a person is assaulted, the video may show the perpetrator.

## **V. Policy**

The college uses security cameras and a single centralized video management system to enhance campus safety and physical facility security while respecting and preserving individual privacy. All security cameras placed on college property must be installed and operated in accordance with this policy.

Information obtained from security cameras is considered college property and will be used for safety and security purposes and for law and college policy enforcement, including where appropriate, student, faculty, and staff judicial functions.

All appropriate measures must be taken to protect an individual's right to privacy and secure college information through its creation, storage, transmission, use, and deletion.