

Use of Surveillance Cameras

Responsible Administrator: Director of Facilities

The purpose of this policy is to regulate the use of surveillance cameras to protect the legal and privacy interests of the College and the College community. The function of surveillance cameras is to assist in protecting the safety and property of the College community.

Surveillance cameras may be installed in situations and places where the security of either property or people would be enhanced. When appropriate, cameras may be placed campus-wide, inside and outside of buildings.

Cameras will be used in a professional, ethical, and legal manner consistent with all existing College policies. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.

Only authorized personnel, as determined by this policy and authorized by the College President or designee, will be involved in, or have access to, surveillance camera data. When an incident is suspected to have occurred, designated personnel may review the images from surveillance camera data. The surveillance camera data will be securely stored in the datacenter in the IT Department. The installation of new surveillance cameras must be approved in advance by the Director of Facilities. All existing surveillance cameras that are not connected to the College's centralized surveillance system must have permission from the Director of Facilities.

Surveillance cameras will not record or monitor sound. Surveillance camera data is not considered to be directory information and may be subject to confidentiality restrictions, including but not limited to FERPA requirements. Requests from College entities to release information obtained through surveillance cameras must be submitted to the Director of Facilities prior to release. All requests from sources external to the College to release information obtained through surveillance cameras must follow established procedures to request that information be released.

Exclusions

Cameras installed or utilized for criminal investigations are subject to appropriate Wisconsin and federal laws and are excluded from this policy.

Approval Date: 1/21/11

Revision Date: