



Security Camera Recording, Use & Retention Policy

TEC 18.0

Offices of Campus Security & Information Technology

Institutional Type: Administrative
 Applies to: Faculty, staff, students and guests

POLICY DATES

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 Edited by: Tina Stuchell
 Reviewed:

The purpose of this policy is to provide guidelines for the use of security cameras on property owned and/or utilized by the University in a way that enhances security and aids law enforcement while respecting the privacy expectations of members of the University Community.

The primary purpose of utilizing security cameras in public areas is to attempt to deter crime and to assist law enforcement in enhancing the safety and security of members of the University community and University property. The primary use of security cameras will be to record video images for use by campus security, law enforcement and other University officials charged with investigating alleged violations of law or University policy.

This policy guides the installation, use and maintenance of campus security camera system. Mount Union is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security by using technology. Security cameras on the campus are in place to assist in making our campus as safe as possible. The deployment of cameras is supported by Student Affairs and Campus Security.

The cameras ARE NOT actively monitored, but they are saved to camera security system and intended to deter crime and assist in investigation of crimes and recovery. This policy addresses the University safety and security needs while respecting and preserving individual privacy. To ensure the protection of individual privacy rights in accordance with the University's values and state and federal laws, this policy is adopted to formalize procedures for the installation of the University Camera Security System and the handling, viewing, retention, dissemination, and destruction of surveillance records. The purpose of this policy is to regulate camera system use to observe and record public areas for the purposes of safety and security.

This policy is reviewed on an annual basis and any necessary changes are submitted to the Policy Review Council. Major changes to this policy are approved through President Council.

Definitions

Term	Definition
Private areas	Areas in which a person has a reasonable expectation of privacy, including, but not limited to, non-common areas of residence halls, residence hall corridors, bathrooms, shower areas, locker and changing rooms and other areas where a reasonable person might change clothes. Additionally, areas designed for the personal comfort of university employees or the safeguarding of their possessions, such as lounges and locker rooms, and areas dedicated to medical, physical, or mental therapy or treatment shall be considered private areas for the purpose of this policy.
Campus	Any university owned, leased, licensed or operated space, facility, property, grounds, equipment, motor vehicle or building.
Employee	Any employee of University of Mount Union or its affiliated entities and its subcontractors who are issued Mount Union identification cards.
Mount Union Community	The university students, faculty, staff, vendors, visitors and guests who regularly or periodically occupy and/or utilize the campus of the University.
Public areas	Areas made available for use by the public, including, but not limited to, campus grounds, parking areas, building exteriors, loading docks, areas of ingress and egress, classrooms, lecture halls, study rooms, lobbies, theaters, libraries, dining halls, gymnasiums, recreation areas, and retail establishments. Areas of the University in which persons would not have a reasonable expectation of privacy, but to which

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Term	Definition
	access is restricted to certain University employees, such as storage areas, shall also be considered public areas for the purpose of this policy.
Reasonable Expectation of Privacy	An expectation of privacy generally recognized by society and in certain circumstances or protected by law.
Security camera	A camera used for monitoring or recording public areas for the purposes of enhancing public safety, discouraging theft and other criminal activities and investigating incidents.
Security camera recording or material	A digital or analog recording of the feed from a security camera. The recordings produced by the cameras and retained by the software and hardware within the University Security Camera System.
Security camera system	Any electronic service, software, or hardware directly supporting or deploying a security camera. Mount Union's collection of cameras owned by the University used to advance the safety and security of the campus community, along with the relative infrastructure and software needed to store and access the images recorded by the cameras.
Video Surveillance Camera	A camera device that is capable of capturing viewable images (not audio) and transferring such images to a data storage system. Image capture may use any technological format.
University	Includes all Mount Union locations

Policy Details

The University of Mount Union reserves the right to place video surveillance cameras on campus where necessary and appropriate. The University respects the privacy of the campus community and strives to balance that privacy against the safety needs of Mount Union community as a whole. The University uses a University Security Camera System to deter crime, identify potential criminal activity, investigate criminal activity and violations of applicable policies, procedures, rules, regulations and other oversight requirements applicable to the University and to enhance the safety, security and quality of life for the Mount Union Community.

All video footage will be secured and will be managed by the Office of Campus Security with technical support provided by the Office of Information Technology. Any requests to view camera footage will be submitted to the Office of Campus Security.

The Office of Campus Security shall monitor developments in the law and security industry practices to ensure that camera surveillance is consistent with practices and complies with all federal and state laws.

Video surveillance cameras are to be operated by employees of the Office of Campus Security, or others authorized to do so, only for reasons directly connected to their employment.

I. Camera Usage

Mount Union will utilize the University Security Camera System in public areas of the campuses to enhance the safety, security, and quality of life for the University community in a manner consistent with applicable local, state and federal laws.

A. Intended/Authorized Use

- Investigations – to assist in the investigation of potential criminal acts or violations, and enforcement of local, state and federal laws, including Mount Union University policies, procedures, rules, regulations and other applicable oversight requirements.
- Critical incident response – to assist responders in the safe and effective deployment of resources during a critical incident or other applicable event.
- Alarm verification – to assist responders in determining the nature of intrusion alarms, exit door controls, hold-up, and panic alarms.

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- Crowd Management – to assist in determining crowd activity and volume during events or in areas of high pedestrian or vehicle traffic. These areas can include campus grounds, parking lots, roadways, and recreational areas.
- Verification of building access – to assist in verifying the condition of building access points as well as identification of individuals gaining access to the University.
- Property protection – to verify the security of building perimeters, entrances, lobbies, corridors, receiving docks, special storage areas, laboratories, cashier locations, ATM/CVC machines and emergency telephones.

Real-time monitoring of cameras within the University Security Camera System is neither implied nor guaranteed.

B. Prohibited Use

- Personal interest – the Mount Union Security Camera System shall not be used to serve private interests, nor to satisfy personal curiosity.
- Privacy – the Mount Union Security Camera System shall not be used to interfere with an individual's reasonable expectation of privacy without legitimate cause and appropriate authorization as required by law.

C. Installation and Placement of Cameras

- The University reserves the right to place video cameras throughout its campus in public areas where necessary and appropriate.
- The process and guidelines for decisions regarding installation of new cameras in the University Security Camera System is included in the Requesting Camera Installation section of this policy below.
- Prior to the approval of any plan for new construction or renovation, the Office of Campus Safety, in conjunction with Student Affairs and the Office of Information Technology, shall review the project and determine if cameras are needed.

D. Cameras Exempt from this Policy

The following are not part of the Mount Union Security Camera System and are therefore not governed by this policy.

- Police use of in-car video or body-worn cameras while on University Property.
- Cameras used covertly by Office of Campus Security or other law enforcement agency for criminal surveillance as governed by applicable local, state and federal laws.
- Academic use of video cameras for educational purposes, video cameras used for journalism or private video cameras owned and operated by individual members of the University community.
- Video cameras or webcams established temporarily or permanently by the University for reasons unrelated to surveillance activity, such as remote monitoring of facility construction to ascertain project progress, campus marketing, public relations initiatives, or fundraising activities.
- Surveillance cameras owned by vendors or contractors of the University or University-related organizations installed within their equipment.
- Student/employee personal cameras.
- Videotaping events, or live streaming for general use by the University. This policy also does not apply to the use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes.

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E. Camera System Access

- Only members of the Office of Campus Security or others authorized to do so as part of their job duties shall have access to the University Security Camera System for use consistent with their responsibilities.

F. Security Camera Material

- The security camera material produced by the University Security Camera System are records of Mount Union Campus Security.
- Authorization for use, duplication or release of records shall be obtained through the University's Campus Security. Contact the Office of Campus Security for more information.
- All reasonable efforts will be made to maintain security camera material for a minimum of 25 days.
- Any activity deemed to be criminal in nature, that is observed by a person reviewing security camera footage should be immediately reported to Campus Security.
- No alterations of any recorded material by Campus Security shall be made.

Requesting Camera Installation

All requests to install a camera in or on a Mount Union owned, rented, or leased property, must be made to the Office of Campus Security. All requests should include specific security concerns regarding the requested location. Requests for camera services will result in a security review which will be conducted by Campus Security to determine the needs of that location and a recommended remediation strategy, if necessary.

In assessing requests, the Office of Campus Security shall consult the Office of Information Technology Services, Student Affairs, and additional departments, as necessary. A request does not necessarily guarantee approval. A number of things will be considered in the decision-making process, such as, location, need, cost, etc.

Camera placement is a component of a recommended remediation strategy, and as such, the Office of Campus Security will evaluate and determine the exact placement of such camera or cameras with consultation with the Office of Information Technology utilizing the following guidelines:

- Cameras will be installed in locations which contribute to the safety and security of the University Community.
- Cameras may not be installed in private areas of the campus that don't meet the criteria described in Section C - Cameras *Exempt from this Policy*.
- Cameras shall not be intentionally directed in a manner to infringe on an individual's reasonable expectation of privacy.
- If a camera is mistakenly directed in a such a manner, a request shall be made by the affected party or other University official to the Office of Campus Security to review and evaluate the camera placement.
- Empty, dummy or placebo cameras are prohibited.

If any staff or student observes a camera location infringing on the reasonable expectation of privacy of any member of the University community, the Office of Campus Security shall be immediately notified so the camera placement can be evaluated.

Requesting User Access to the University Security Camera System

All requests to receive user access to the University Security Camera System must be made to the Office of Campus Security and follow appropriate procedures for access to systems.

Video Recordings of Security Camera Material

To protect the integrity of security camera footage derived from the University Security Camera System, alterations require approval by the Office of Campus Security and are limited to those intended to protect the privacy of non-participants in an incident, or to produce a still image for a lawful purpose. The University

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Security Camera System footage shall be maintained and stored on camera system storage, by the Office of Information Technology, unless otherwise necessary for safeguarding of evidence.

Maintenance and Testing of Cameras and Equipment

All maintenance and repairs will be performed by Campus Security, Student Affairs, Office of Information Technology and/or technicians with the camera system provider. The Office of Campus Security, in conjunction with the Office of Information Technology, shall ensure that tests of all cameras are conducted, and repairs made as required.

PROCEDURE

Procedures that are in place regarding University Security Camera System are located within the Office of Campus Security and Office of Information Technology. They are as follows:

- II. Procedures for Installation and maintenance of Security Camera System (Information Technology)
- III. Procedures for Monitoring and reviewing of Security Camera System (Campus Security)

Responsibilities

Position or Office	Responsibilities
Office of Campus Security	Reviewing, monitoring, testing, etc. related to Security Camera System
Office of Information Technology (Technical Services)	Installation, testing, etc. related to Security Camera System

Contacts

Subject	Office	Telephone	E-mail/URL
	Office of Information Technology	330.823.2854	IT@mountunion.edu
	Office of Campus Security	330.829.8721	Security@mountunion.edu

History

This policy was created in support of Campus Security.

FUTURE CHANGES:

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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