

## **Becker College Digital Video Surveillance Policy**

### **Purpose**

The digital video surveillance system shall be used in a manner consistent with all existing local and applicable laws and ordinances for the protection and safety of persons, property and assets and to identify persons breaking the law or violating the Campus Code of Conduct. Our video Surveillance system is not monitored; it is strictly used to look back on an incident that may need investigation.

### **Security Camera Locations**

Reasonable effort shall be made to maintain the privacy of students, guests and employees. Digital video cameras may be installed and positioned in locations where students, guests and employees would not have an expectation of privacy.

An effort will be made to install and position digital video cameras in locations that will complement other measures to maintain a safe and secure environment in compliance with campus policies.

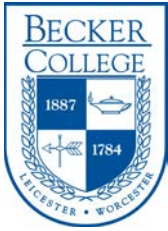
### **Access to Digital Images**

The Campus Chief of Police or his designee may review recorded archival data in order to identify concerns related to a specific incident. All other requests must be authorized by the Executive Vice President/CFO or Senior Vice President, Chief Academic and Student Affairs Officer.

### **Use and Disclosure of Video Records**

Archived video records may be used to identify a person or persons responsible for violations of campus policy or campus code of conduct, criminal activity on campus property, or actions considered disruptive to the normal operations of the College. In the event of such occurrences/abuses, archived video records may be shared with authorized Becker College employees when appropriate or, upon approval by the Executive Vice President/CFO or the Senior Vice President, Chief Academic and Student Affairs Officer to maintain the protection and safety of persons, property and assets, and to identify any such offender.

Archived video records shall not be used or disclosed other than as specifically authorized by this policy.



All requests for archived video records by law enforcement will be referred to the Executive Vice President/CFO. In his absence, requests may be directed to the Senior Vice President, Chief Academic and Student Affairs Officer.

### **General Public Requesting Access to Security Camera Footage**

Confidentiality and privacy issues prohibit the general public from viewing archived video records that contain College owned information.

### **Retention of Digital Images**

Archived records are stored on hardware owned by the College, and maintained by the Office of Information Technology. Video records shall be kept confidential and secure. Video records are kept for no longer than 30 days, unless required as part of an ongoing or concluded investigation.