

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY VIDEO SURVEILLANCE SYSTEM AND RECORDINGS	Policy 4.05.05
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I. Policy Statement

Southwestern Community College ("College") allows the use of authorized video surveillance systems through a defined process, subject to applicable federal and state regulations. Assisted by video surveillance systems, the College aims to provide a secure environment for members of its community and to protect personal safety and property. Such technology must be used to meet the College's goals for security in a manner that is sensitive to privacy, free assembly and expression. This Policy does not intend to limit the use of academic video technology such as interactive television (ITV), online instruction, webinars and video-conferencing.

II. Procedures

- A. The College's video surveillance system is managed by the Administrative Services Division. Requests for placement of video surveillance cameras must be submitted to the Vice President for Financial and Administrative Services. Authorization for placement will be reviewed jointly by the Director of Human Resources, Vice President for Information Technology, and the Vice President for Financial and Administrative Services.
- B. The College's Information Technology Department shall be responsible for the implementation, installation and maintenance of records. The Vice President for Information Technology will direct the specification and purchase of appropriate equipment and supervise the installation.
- C. The Director of Human Resources will authorize user access to appropriate personnel for viewing individual cameras or a portion of the cameras. Requests for access will be reviewed and approved limited to a College-related or security basis. Requests that have been denied may be appealed to the Vice President for Financial and Administrative Services. The College will adhere to all applicable laws when releasing data that may contain student information including, but not limited to, the Family Education Records Privacy Act ("FERPA").
- D. Requests to review recorded material must be submitted to the Vice President for Financial and Administrative Services for approval and must be for a legitimate investigative purpose and viewing shall be consistent with applicable laws state and federal laws including FERPA. The College does not guarantee that recorded material is archived as most equipment is motion-activated and storage capacity is limited. Cameras may or may not be continuously monitored.

ADOPTED: New Policy - October 22, 2013

REVISED: July 22, 2014
October 28, 2014
April 28, 2015