

## **WESLEYAN UNIVERSITY SECURITY CAMERA USE AND STORAGE POLICY**

***Purpose and Scope:*** This Policy addresses the use of security cameras on the Wesleyan University campus. It seeks to balance the safety and security of the University community and property with the privacy interests of students, faculty, staff and visitors.

***Procedures:*** The Director of Public Safety shall ensure that the use of security cameras on campus complies with the requirements of this Policy by implementing the following procedures:

***Placement of Equipment:*** Cameras may be installed only in common areas. Cameras shall not be installed in, nor positioned to enable viewing through the windows of entryways to private areas such as offices, spaces dedicated to health and counseling services, residence hall rooms, locker rooms, and restrooms. Software capable of capturing voice communication or biometric identification is not used.

Locations shall be reviewed from time to time to ensure monitoring of a particular area is warranted. Prior to camera installation, the location shall be approved by the Director of Public Safety and the Vice President of Student Affairs. Individual units shall not install recording equipment of any type without prior approval.

Any system capable of recording that is not owned or controlled by the University must be approved by the Director of Public Safety and by the VP for Information technology Services or their designee.

***Storage, Disposition and Release of Recordings:*** Camera recordings will be stored for a period not to exceed 30 days and thereafter will be erased or overwritten. This procedure will be followed unless the recording is subject to a valid court or agency preservation order, a litigation hold or is retained as part of an active investigation.

Recordings will be stored on a secure server accessible to authorized personnel only, and are not reviewed absent a legitimate institutional purpose approved by the Director of Public Safety

***Release of data:*** Upon request, relevant portions of recordings may be released by the Director of Public Safety as follows:

Vice President for Student Affairs, the Dean of Students, or their designees in connection with an investigation or adjudication of an alleged violation of the Student Code of Conduct.

Vice President for Human Resources and senior University administrators in connection with an investigation of alleged misconduct.

Senior University administrators to assist in the assessment of and response to actual or threatened criminal activity, a pattern of recurring disturbances to the University community, a legitimate safety concern, or campus emergency.

Federal, state or municipal law enforcement agencies for purposes of investigation or prosecution of criminal activity.

Parties named in subpoenas or court orders requiring the production of recordings, as determined by the General Counsel.

***Monitoring of Cameras.*** Neither the installation of security cameras nor this policy constitutes an undertaking by the University to provide continuous live monitoring of all locations visible through such cameras. At the discretion of the Director of Public Safety, cameras may be monitored in “real time” only when a serious incident is occurring, and the video is useful in resolving the situation.

Recording Policy  
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