



**DONNELLY**  
**COLLEGE**  
EST. 1949

## College Security Video Camera Policy

Updated 04/02/2024.

Approved by: Administrative Council  
Responsible Official: Chief Operating Officer

---

### **Policy Statement**

Donnelly College is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. We have added security cameras throughout our campus to assist in making our campus as safe as possible. These cameras are not actively monitored, but they are intended to deter crime and assist in investigation of crimes and recovery. This policy addresses the College's safety and security needs while respecting and preserving individual privacy.

To ensure the protection of individual privacy rights in accordance with the College's values and state and federal laws, this policy exists to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records. The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security.

### **Policy**

All video footage will be secured and will be managed by the Facilities department with technical support provided by the Technology Services department. Any requests to view camera footage will be submitted to the Director of Facilities, for approval by two cabinet level directors, along with notifying the College President.

The two cabinet directors shall monitor developments in the law and in security industry practices and technology to ensure that camera surveillance is consistent with best practices and complies with FERPA and state laws.

The two cabinet directors will review all external requests to release records obtained through security camera surveillance. The College will seek consultation and advice from the Archdiocese General Counsel as needed related to these requests prior to the release of any records outside of the College. Video surveillance records will generally not be released to the public, students, general employees, parents, or law enforcement agencies. The content of the video is defined as a student and college data record subject to administrative regulations regarding confidential student records. While college personnel will typically review the footage, Donnelly College reserves the right to allow individuals to view video footage if that is a necessary action as part of an investigation of a crime, code of conduct violation, significant campus safety concern, or campus policy violation.

All appropriate measures must be taken to protect an individual's right to privacy and hold college information securely through its creation, storage, transmission, use, and deletion.

All video camera installations should be visible. The exact location, number and function of all cameras will generally be considered confidential for security purposes and not be released to the general public, guests, or employees. The College reserves the right to place cameras in areas that are not open to the campus or general public (e.g., closed buildings or secured areas), restrooms and break areas are not monitored.

As circumstances require, the two cabinet directors may authorize others to review images. A log will be kept of all instances of access to, and use of, recorded material. This log will be discarded at the end of each academic year.

### **Appropriate Use and Confidentiality**

Personnel are prohibited from using or disseminating information acquired from college security cameras, except for official purposes. All information gathered and/or observations made in the use of security cameras is considered confidential and can only be used for official college and law enforcement purposes upon the approval of the two cabinet directors. College personnel are expected to follow this policy.

### **Use of Cameras for Criminal Investigations**

Video equipment may be used in criminal investigations on behalf of the college. Individuals or agencies from outside of the college must request access to view materials in accordance with our policies governing student records. Video records will be destroyed within seven (7) days of the conclusion of any investigation and subsequent hearing process.

### **Exceptions**

This policy does not apply to cameras used for academic purposes. Cameras that are used for research, communications, or class projects would be governed by other policies involving human subjects and are, therefore, excluded from this policy.

### **Safety and Security Camera Acceptable Use Policy**

This policy does not address the use of student/employee personal cameras, webcams, videotaping events, or live streaming for general use by the College. 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. Examples of such excluded activities would include videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures, live stream activity, or videotaped interviews of persons. Automated teller machines (ATMs), which may utilize cameras, are also exempt from this policy.