

University of Prince Edward Island Policy	Policy No. admfm_gnl0006	Revision No. 1
Policy Title Closed Circuit Television Monitoring		Page 1 of 3
Creation Date March 5, 2003	Version Date November 20, 2006	
Authority Board of Governors	Review Date November 20, 2011	
Responsibility Director of Facilities Management		Access W

1 Purpose

1.1 The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras to monitor and record public areas for safety and security.

2 Scope

2.1 All buildings and grounds owned or maintained by University of Prince Edward Island.

3 Policy

3.1 Principles

- 3.1.1 The Security Services Division is committed to the protection of the campus community by integrating the best security with state-of-the-art technology. A critical component of a comprehensive security plan using state-of-the-art technology is closed circuit television (CCTV).
- 3.1.2 The primary purpose of CCTV monitoring of public areas by security personnel is to deter crime and to assist in protecting the safety and property of the University community.
- 3.1.3 Video monitoring for security purposes will be conducted in a professional, ethical and legal manner. Personnel will be appropriately trained and supervised in the responsible use of this technology. Violations of the procedures for video monitoring referenced in this policy will result in disciplinary action consistent with the rules and regulations governing employees of the University.
- 3.1.4 Information obtained through video monitoring will only be released when authorized by the Vice President of Finance and Facility and only for duly authorized purposes. Video monitoring of public areas for security purposes at the University is limited to uses that do not violate the reasonable expectation to privacy as defined by law.

4 Responsibilities: Security Services

4.1 The Security Services Division is the department authorized to oversee and coordinate the use of CCTV monitoring for safety and security purposes at the University.

- 4.2 The Vice President of Finance and Facility has the responsibility to authorize all CCTV monitoring for safety and security purposes at the University. All new installations will follow the Security Services Division operating principles.
- 4.3 The Security Services Division will monitor new developments in the relevant law and in security industry practices to ensure that CCTV monitoring at the University is consistent with the highest standards and procedures.

5 Responsibilities : End Users

- 5.1 “End Users” is defined as those departments in which CCTV equipment is in place and on-site CCTV monitoring coverage will enhance security of their area.
- 5.2 To aid in realizing the maximum potential of the University CCTV system(s), “End Users” will be allowed to monitor camera images, including play back, as long as the following criteria is observed:
 - 5.2.1 Image access will be restricted to those cameras operating within the particular End User’s area of authority and responsibility;
 - 5.2.2 Image access will be controlled by use of password protection;
 - 5.2.3 Image access will be limited to designated staff members and is to be from one monitoring point in a secure administrative location;
 - 5.2.4 Image access must not be recorded;
 - 5.2.5 End Users will adhere to the University Closed Circuit Television Monitoring policy; and
 - 5.2.6 Image access must be treated with all due confidentiality.
- 5.3 End users and designated staff members are to be authorized by the Vice President, Finance and Facilities.
- 5.4 It is crucial that the aforementioned guide-lines be observed. Should there be any indiscretions of such, viewer privileges will be revoked until the matter has been reviewed by Security Services.

6 Procedures

- 6.1 Security Services Division Management will assure that responsible and proper camera monitoring practices by control operators is maintained.
- 6.2 The Security Services Division will post signage at appropriate locations where cameras are used, signage will state,
 - 6.2.1 **THIS AREA IS SUBJECT TO SECURITY VIDEO SURVEILLANCE MONITORING**

- 6.3 Video Monitoring and Recording will be limited to the following public areas:
 - 6.3.1 Building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, cashier locations, etc.
 - 6.3.2 Monitoring of Access Control Systems (i.e. doors, inner campus access gate)
 - 6.3.3 Transit Stops,
 - 6.3.4 Parking Lots
 - 6.3.5 Commercial areas to control theft (i.e. Bookstore)

- 7 This policy will be reviewed annually or when operating considerations must be changed due to University policy or laws governing the use of such equipment are redefined.

Revision passed by the Board of Governors - November 20, 2006