

**CLOVER PARK TECHNICAL COLLEGE  
PROCEDURE**

CHAPTER 6	SECTION 7P	TITLE Security Cameras	HISTORY		
			Adopted 2018	Campus Forum  2018	Reviewed
Revised	Next review 2021				

The Vice President for Finance and Administration will approve all proposed camera placements for appropriateness and effectiveness.

Security cameras will be in plain view and signs announcing their use posted.

Images captured through camera recordings will generally be considered transitory in nature and will be stored only for the length of time available on the server and then deleted. Copies may be made and retained if needed for official investigations or other purposes detailed in the policy.

Recorded images will be viewed only by individuals authorized by the Vice President for Finance and Administration. Images may be shared with law enforcement as appropriate.

Security cameras are used for official business only. Any other use is strictly forbidden. Any use for illegal or unofficial use may be subject to disciplinary action, up to and including termination.

Security cameras are prohibited in any restroom, public or private, changing area or shower.

APPROVAL: By:  _____ Vice President signature	Date: <u>8-29-18</u>
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