



05.301 Policy for the Installation and Use of Non-Instructional Video Cameras

Authority: Chancellor

History: June 1, 2006

Source of Authority: UNC Code of the Board of Governors, Appendix 1, Section XV

Related Links: Standard Operating Procedures for the Installation and Use of Non-Instructional Video Cameras
Network and Data Security Policy
Responsible Management of Information Technology Resources Policy
Responsible Use of Electronic Resources

Responsible Office: Business Services

I. Purpose

The university is committed to implementing and maintaining a comprehensive security plan that incorporates the use of video technology to deter crime and to assist police in the protection of university property and the collection of evidence. Video cameras are used by many higher education institutions to enhance safety and security. Additionally, video cameras may provide beneficial information for marketing and information access. The following policy statement outlines where, when, and how the university may employ camera technology for non-instructional purposes.

II. Scope

The scope of this policy includes camera technology implemented during the course of capital construction or as a small project. These uses do not apply to legitimate uses of video cameras for instructional purposes or to uses of video cameras for law enforcement.

III. Role and Purpose of Non-Instructional Video Cameras

A. Video Cameras for Safety and Security

Video cameras may be used on campus to enhance safety and security. Cameras may not be monitored in real time, continuously or otherwise, except as circumstances and resources permit. These cameras fall into one of three primary categories:

1. Category One – Public Safety
The purpose of video cameras is to assist in the protection and safety of the university community and its guests by allowing viewing and/or recording of video images of public spaces for the detection, assessment, and deterrence of unlawful behavior.
2. Category Two – Building and Property Protection
The purpose of video cameras is to assist in the protection of valuable, hazardous, and sensitive information/materials from damage, demolition, or theft.
3. Category Three – Access Point and Security Verification
The purpose of video cameras is to document activity and ensure authorized use at controlled access points or alarms.

B. Video Cameras (or web cams) for Marketing, Training, or General Observation

Video cameras (or web cams) may also be used for viewing and/or recording video images of public spaces for university marketing, employee training, or general observation; e.g., to enhance customer service.

IV. Responsibilities and Authorities

A. General

It is the responsibility of all administrators and department heads, and UNCW Police, to make recommendations about the level of security required on campus. Decisions to install cameras as a component of a comprehensive safety and security plan may be reached through consultation and deliberation with certain individuals and groups, as described below.

B. Role of Requesting Office/Department/Group

An office/department/group requesting to install a camera(s) must prepare an application for video camera installation and use. The requesting office/department/group is responsible for ensuring that each camera installed is assigned to a designated camera manager. The requesting office/department/group is responsible for camera lifecycle funding and for addressing established standards.

C. Role of the Camera Manager

The camera manager is an individual designated by the head of the requesting department who has duties within the department related to camera management. The camera manager is the custodian of the video of the cameras assigned to him/her. The camera manager is specifically responsible for monitoring cameras for proper operation and ensuring lawful and sound use of cameras as standards and policies are revised and changed, and for maintaining permissions for access to the camera and images (e.g., permissions to view recorded or live images, archival permissions, etc.). The camera manager will work with the Security Committee as necessary and will be a departmental liaison to the Electronic Access Control (EAC) Administrator.

D. Role of the Electronic Access Control Administrator

The Electronic Access Control (EAC) Administrator, in the department of Business Applications, is responsible for the technical and administrative aspects of managing the setup and administration of the university's electronic access control system. The position is actively involved in an advisory and advocate role in all projects which either have or use electronic access control or any of the integrated systems.

The EAC Administrator will assist the office/department/group in preparing a request for video camera installation and use, or for camera removal. The EAC Administrator will make recommendations to the office/department/group about applications in consultation with a variety of departments including, but not limited to, UNCW Police, Office of Facilities, Information Technology Systems Division, and department heads. The EAC Administrator will also maintain a list of all cameras deployed throughout campus and will, with the designated camera manager for each camera, monitor system operability for all cameras on campus. The EAC Administrator is responsible for coordinating any interfaces to the security system.

E. Role of the Security Committee

The Security Committee is responsible for reviewing all requests for camera installations covered in this policy and for ensuring that the request includes, at a minimum, a description of the following:

1. Purpose, location, and target areas of each camera
2. Designated camera manager
3. Access permissions
4. Retention period for recorded images captured by the system
5. Capacity to house, manage and refresh the camera system

6. Description of the overall security plan including systems, operations, education and training

The Security Committee will approve each request to go forward to the respective vice chancellor for further approval or will recommend changes to the proposed application, in coordination with the EAC Administrator, to ensure lawful and sound use of cameras, adherence to standards, and proper installation.

F. Role of the Vice Chancellors

The vice chancellor of the requesting unit has the authority to approve or deny installation and use of a video camera for purposes covered by this policy. Consultation with other members of the Cabinet may be appropriate in some instances.

G. Role of ITSD

ITSD is responsible for developing and maintaining standards for the operation of cameras open to public web browsers for both on and off campus use. Such images are neither monitored nor archived. ITSD is also responsible for maintaining camera hardware standards associated with this policy and server protocols.

H. Role of Facilities

The Office of Facilities is responsible for overseeing the installation of all cameras covered by this policy in accordance with standards that meet minimum configuration requirements.

V. Procedures

The EAC Administrator is responsible to develop and maintain procedures for installation and use of non-instructional video cameras associated with this policy.