

Video Cameras, Administrative Uses

Effective: February 1, 2016

- Register your video camera/system [here](#)
- [Guidelines for Administrative Uses of Video Cameras \[PDF\]](#)

Contact: [Facilities Planning and Management - Building Security Services](#)

Introduction

Iowa State University's administrative use of video cameras enhances the efficiency of operations and the safety of the university community. However, administrative use of video cameras is permitted on university property only where privacy and legal standards are met.

This policy regulates the university's administrative use of video cameras for reasons of safety, security, or enhancement of business services that may capture human behavior and interaction without the subjects' consent.

Exclusions

The following uses are **not** governed by this policy:

- Standard academic uses in teaching, research and extension;
- ISU Police usage when consistent with standard police practices, the ISU Police Operations Manual, and as provided by law;
- Uses of cameras that are not intended to capture human behavior or interaction, such as video monitoring of equipment;
- Uses for intercollegiate athletics, recording of public events, musical, theatrical and similar performances;
- Training programs and presentations;
- Journalistic uses by affiliated student publications and news outlets, as well as university news and marketing uses;
- Construction web cameras; and
- Uses for *other than* university purposes.

Excluded uses may be subject to other regulations. For example, use in the classroom may be subject to student privacy policies, and research uses may be subject to human subjects requirements.

Policy Statement

Iowa State University permits units to place video cameras on university property subject to meeting the requirements of this policy and the related ***Guidelines on Administrative Uses of Video Cameras*** (see [Resources](#) below).

34 **Standards Applicable to all Video Cameras Permitted Under this Policy**

- 35 • Video camera equipment may not record conversations unless the system is set up and
36 operated to obtain the consent of the persons being monitored.
- 37 • Retention of recordings will be limited to 30 days, unless preservation is requested and approved
38 under the Electronic Privacy policy (see [Resources](#) below).
- 39 • Video cameras will be placed so as to avoid invasion of privacy; video cameras will not be
40 placed in, or to primarily monitor, private areas such as private work areas, medical treatment
41 areas, rest rooms, dressing rooms, locker rooms or similar areas.
- 42 • Video cameras may not be permanently affixed to buildings without authorization from the Office
43 of the University Architect.

44 **Crime Prevention and Response Uses**

45 When a university administrator desires to use video cameras in substantial part for purposes of
46 crime prevention, the administrator/requestor must complete the Administrative Video Camera
47 Request (see *Guidelines*), and the video camera(s) must meet standards established by Facilities
48 Planning and Management (FP&M) Building Security Services (see [Resources](#) below). Crime
49 prevention encompasses personal safety and property protection.

50 Systems installed to monitor the areas such as the following are deemed to involve crime prevention
51 even if the primary rationale is customer service:

- 52 • Entryways to secure facilities
- 53 • Cash-handling areas such as cashiers, point of sale operations and the like
- 54 • Equipment and inventory storage areas
- 55 • Chemicals and hazardous materials storage areas
- 56 • Pharmaceutical dispensaries and storage areas
- 57 • Computer laboratories
- 58 • Restricted laboratories

59 Systems installed for crime prevention are required to meet the following standards:

- 60 • Other than release to the Department of Public Safety, video recordings shall be released upon
61 approval pursuant to the Electronic Privacy policy (see [Resources](#) below); and
- 62 • The unit shall require individuals within the unit who have access to the video feed to
63 acknowledge responsibility to adhere to FP&M requirements and agree to maintain
64 confidentiality of video data. See [Resources](#) below for *Guidelines on Administrative Uses of*
65 *Video Cameras* established by Building Security Services.

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67 **Public Spaces and Events**

68 University administrators may install video cameras to transmit images of outdoor areas for public
69 relations purposes. Typical uses include web cameras transmitting live or near live images, but
70 which are not set to record. Public areas are outdoor areas freely available to the public and
71 common areas in buildings where individuals have a minimal expectation of privacy. Video cameras
72 must be set up and used so as to avoid invasion of privacy.

73 **Customer Service and Other Uses**

74 Administrators desiring to use video cameras for purposes not indicated above, such as for
75 improvement of customer service, or monitoring safety in closed spaces, must operate the video
76 system in compliance with the following requirements:

- 77 • The unit shall require individuals within the unit who have access to the video feed to
78 acknowledge responsibility to adhere to the requirements of this policy and agree to
79 maintenance of confidentiality of video data;
- 80 • Video recordings shall be released upon approval pursuant to the Electronic Privacy policy;
- 81 • Approval from the Office of University Human Resources is required in cases where the actions
82 of university personnel will be monitored on a regular basis and not in a public location; and
- 83 • *Guidelines on Administrative Uses of Video Cameras* (see [Resources](#) below)

84 **Resources**

85 **Links**

- 86 • [Guidelines on Administrative Uses of Video Cameras \[PDF\]](#)
- 87 • [Building Security Services, Facilities Planning and Management](#)
- 88 • [Office of the University Architect](#)
- 89 • [Electronic Privacy policy](#)
- 90 • [Acceptable Use of Information Technology Resources](#)
- 91 • [Data Classification policy and related guidance](#)
- 92 • [Catalog: Recording and Transmission of Classes](#)
- 93 • [Student Disciplinary Regulations 4.2.25, Unauthorized Sale of Others' intellectual Works](#)
- 94 • [Faculty Handbook 8.3.6.4, Ownership of Course-related Presentations](#)
- 95 • [Faculty Handbook 10.6.2, Distant Sites \(notification of recordings\)](#)
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