

Closed Circuit Television (CCTV) monitoring system

Policy Statement

The Closed Circuit Television (CCTV) monitoring system has been installed by Bethlehem University with the primary purpose of protecting the University's premises and helping to ensure the safety of all Bethlehem University employees, students and visitors consistent with respect for the individuals' privacy.

Purpose

This policy sets out a framework for the application of closed circuit television (CCTV) surveillance systems at Bethlehem University.

Guiding principles and procedures

- i- CCTV monitoring will be conducted in a professional, ethical and legal manner.
- ii- Information obtained via CCTV monitoring will be used exclusively for safety and security purposes.
- iii- CCTV is used in public areas by campus security to assist in protecting the University community and property.
- iv- Personnel involved in monitoring will be appropriately trained and supervised in the responsible use of this technology.
- v- CCTV monitoring of public areas will be conducted in a manner consistent with existing University policies.
- vi- Images and data collected by CCTV are the property of Bethlehem University
- vii- Images captured by the system will be monitored and recorded by the office for Information Technology Services twenty-four hours a day throughout the whole year.
- viii- Recordings will be retained in a secure location with access by authorized personnel only.
- ix- The Plant Personnel Director will post signage where appropriate.
- x- Information obtained by CCTV will only be released when authorized by the Vice President for Human Resources and Administrative Affairs.
- xi- All operators and supervisors involved in video surveillance will perform their duties in accordance with this policy.

Responsibilities

- i- The Vice President for Human Resources and Administrative Affairs has the responsibility to authorize all CCTV monitoring for safety and security purposes at Bethlehem University
- ii- The University Engineer is authorized to oversee and coordinate the use of CCTV monitoring equipment at the University
- iii- The Assistant Vice President for Information Technology Services will be responsible for storage of the data

Access to Images

Access to recorded images will be restricted to the Vice President for Human Resources and Administrative Affairs

Computer access points for camera viewing

- i- The office at the main gate
- ii- Other locations approved by the HR Vice President.

Retention of recordings

Security camera recordings will be retained for a period of no less than 30 and no longer than 120 days