

 <p><b>Category:</b> Public Safety, Information Security</p> <p><b>Policy applicable for:</b> Faculty, Staff, Third Parties, Students</p>	<p><i>Policy Title:</i></p> <p><b>Security Camera and Recording Policy</b></p> <p><b>Effective Date:</b> 06/01/2025</p> <p><b>Prior Effective Date:</b> N/A</p>	<p><i>Policy Number:</i></p> <p><b>9.1.10</b></p> <p><b>Policy Owner:</b> Director of Public Safety and Chief of Police</p> <p><b>Responsible Office(s):</b> Department of Public Safety, Office of Information Security</p>
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## Scope

This Security Camera and Recording Policy (the “Policy”) applies to all faculty, staff, and third party affiliates of the University of Cincinnati (the “University”).

## Definitions

**Security camera:** any camera installed and used for monitoring or recording areas on University property, except as otherwise exempted by this Policy.

**Security camera recording:** a digital or analog recording of the feed from a security camera, including video, images, and metadata.

## Policy

### I. Authorization and Approval

Security cameras may not be installed on University property without prior written permission from the University’s Department of Public Safety (“Public Safety”). Departments seeking to install a security camera must submit a written request to Public Safety setting forth the need for the security camera, its proposed location, its intended use, and other relevant information as required by Public Safety. Students are not permitted to install security cameras on University property.

Public Safety will consult with the University’s Office of Information Security on all such requests and provide a written response to the department approving or denying the request. Any department operating a security camera prior to the effective date of this Policy must discontinue the use of the security camera until it receives the appropriate approval from Public Safety pursuant to this Policy.

Departments who have received approval from Public Safety to install a security camera are required to comply with all standards and requirements set forth by Public Safety and this Policy.

Neither the installation of security cameras nor this Policy constitutes an undertaking by the University to provide continuous live monitoring of all locations visible through such cameras.

## **II. Exceptions**

Security cameras installed and managed by Public Safety for law enforcement use are not subject to this Policy.

Video cameras used for the following purposes are not considered security cameras for the purposes of this Policy and are therefore not subject to its requirements:

- Clinical patient care
- Human subjects research
- Teaching and learning
- Video conferencing

## **III. Standards**

Security cameras may not be installed in areas where there is a reasonable expectation of privacy. These areas include, but are not limited to:

- Restrooms
- Locker rooms
- Occupied student residential rooms
- Individual offices

Security cameras may not enable audio recording.

Security cameras may not be installed for the purpose of conducting personnel investigations, such as those related to workplace attendance or work quality.

The University prohibits the placement of non-operable (“dummy”) security cameras.

Security camera field of view, operational parameters, and configurations for approved security cameras are determined by Public Safety. The Office of Information Security maintains the operation and develops the standards for technologies that support any approved security camera.

#### **IV. Security Camera Recordings**

The use of security cameras and their recordings must be done in compliance with Policy 9.1.3: Acceptable Use of Information Technology, and all other applicable University rules and policies.

Public Safety maintains authority over all security camera recordings and will maintain recordings in accordance with its retention schedule. Departments do not control, manage, have direct access to, or maintain the security camera recordings from their approved security cameras. Requests for the release of security camera recordings, even to other University departments, should be submitted in accordance with Policy 1.8.1: Public Records.

#### **V. Violations**

Violations of this Policy may result in the removal of a security camera and, if appropriate, employee discipline, up to and including termination. Students who install a security camera may be subject to discipline in accordance with the Student Code of Conduct. Third party affiliates who violate this Policy may be subject to a campus ban, the cancellation of any contract with the University, and other appropriate action as determined in the sole discretion of the University.