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door, and other enclosed, discreet areas to which the public and employees' access is limited or restricted.

#### B. Approval Process

1. New requests for use of video surveillance technology and equipment in any building or facility owned or operated by UEI shall be subject to the approval of UEI's Executive Director.
2. The request shall include a justification for the need for such surveillance, the extent or duration of the surveillance, a description of the physical areas subject to video surveillance, the proposed location for secure storage of media, and a media retention schedule.
3. The Executive Director may approve or disapprove a request in whole or in part.
4. The Executive Director will periodically update the UEI Board of Directors or Executive Committee on UEI's use of video surveillance technology and equipment

#### C. Notification of Video Surveillance

1. Prior to activating any video surveillance system, UEI will place signs easily visible in areas subject to the video surveillance in order to notify employees and members of the public that the area is or may be under video surveillance.
2. In no case is covert video surveillance permissible.

#### D. Viewing of Recorded Media

1. Only individuals having a legitimate need to view the live images or recorded video media may be permitted to do so.
2. The director of the operating unit that is subject to video surveillance and the Executive Director may view video surveillance media.
3. Other individuals having a "legitimate need" may be permitted to view the media upon the advance approval of the Executive Director, with the exception that the media may be directly provided to a law enforcement official upon request, or to a third party in compliance with a subpoena or court order.
4. Legitimate need includes but is not limited to reviewing recorded media by those who are either responsible for 1) investigating actual or suspected: injuries to persons, criminal activity, or damages to or loss of property, or 2) taking action to make corrections in the workplace designed to avoid such incidents.
5. The Executive Director will determine if legitimate need has been demonstrated.
6. The media and images or data contained on the media shall be treated as confidential to the extent allowed by law.

3. Recorded media that does not contain evidence of a crime, accident or injury may be maintained for a maximum of sixty (60) days, or longer as may be approved by the Executive Director.
4. The recorded media shall be stored in a secure location. Video media will be destroyed or recycled upon the end of the retention period.

#### VI. RELATED POLICIES

N/A - None