

Boston College
Use of Video Security Systems on Campus

Purpose and Scope

This Policy addresses the use of security cameras on the Boston College campus. It seeks to balance the safety and security of the University community with the privacy interests of all its members and guests, and is not intended to address the use of video equipment for academic, media, or primarily operational purposes. Thus, **this** Policy does not apply to the recording of public events, lectures, and performances; the use of University-sponsored webcams; uses of video recording for pedagogical purposes; video monitoring of mechanical equipment; or other filming for purposes unrelated to campus safety and

or entryways to areas where privacy interests are paramount, such as private offices, spaces dedicated to health and counseling services, residence hall rooms, locker rooms, and bathrooms. Locations shall be selected from time to time by the Director of Public Safety. Prior approval of camera installation by the Campus Security Committee shall not be required, provided that the installation adheres to the limitations established by this Policy. The Director of Public Safety shall maintain a listing of all camera locations and shall make such listing available to the Campus Security Committee.

2. Placement of Special Investigatory Equipment. To assist the Boston College Police Department in the monitoring and investigation of certain exceptional situations, the Director of Public Safety may make exceptions to the restrictions outlined above for the installation and use of special investigatory equipment, including cameras, on a temporary basis. If time allows, the Director of Public Safety shall consult with the Executive Vice President and the General Counsel prior to such installation. Temporary installations shall be removed by the date specified by the Director of Public Safety in any such consultation, unless extended upon further consultation. Cameras shall not be installed for the purpose of monitoring workplace behavior of University employees, except as part of an ongoing investigation of criminal activity by the Boston College Police Department or other law enforcement agency, or as part of an investigation of workplace misconduct posing a threat of harm to the University community, when approved by the Vice President of Human Resources and the General Counsel.

3. Storage, Disposition and Release of Recordings. Security camera recordings will be stored for a period generally not to exceed 90 days and thereafter will be erased or "overwritten," unless the recording is subject to a valid court or agency preservation order or a University litigation hold, retained as part of an active investigation, released and used for the purposes described below, or needed for legitimate training or other purposes, as may be determined by the Director of Public Safety or the General Counsel. Recordings

Nothing in this paragraph shall be deemed to restrict the use of video recordings by the University in the defense of actual or threatened claims, legal actions, or other proceedings brought against it or the disclosure to appropriate University administrators who are directly involved in responding to such claims, actions, or proceedings.

4. Monitoring of Cameras. 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. At the discretion of the Director of Public Safety, cameras may be monitored in “real time” only