1. Purpose Statement

The purpose for the video monitoring of public spaces by Kennesaw State University (KSU or the University) employees is to deter crime and to assist KSU employees responsible for protecting and safeguarding the KSU community, its property, and its assets in the performance of their duties.

2. Background

The KSU Video Surveillance Policy was created to comply with the University System of Georgia (USG) information technology policies. Pursuant to the USG Information Technology Handbook, Section 5.1.2, KSU is required to establish and maintain “appropriate internal policies, processes, standards, and procedures for preserving the integrity and security of each automated, paper file, or database.”

3. Scope

The Video Surveillance Policy and its procedures apply to all personnel, colleges, schools, departments, and centers of the University authorized to purchase or use any video monitoring and recording equipment.

4. Exclusions or Exceptions.

The vice president for Operations/Chief Information Officer (CIO) and the assistant vice president for Strategic Security and Safety reserve the right to review surveillance camera requests on a case-by-case basis.
5. Definitions

**Video Monitoring Equipment:** Any and all systems that are utilized in the surveillance of public spaces with the intention to capture criminal activity. Due to federal and state regulations regarding evidence handling, these systems are required to be centrally managed by the Strategic Security and Safety Department in cooperation with the Information Security Office. This may include but is not limited to cameras, servers, storage devices, media, and reporting points.

**Public Space:** Any property under control of the University. This includes but is not limited to, buildings, entrances, exits, lobbies, corridors, library shelving areas, loading docks, special storage areas, laboratories, bookstores, cashier windows, circulation desks, athletic facilities, leased properties, or help desks.

**Safety and Security Function:** Includes but is not limited to protection of buildings and physical grounds and monitoring and recording restricted access transactions at entrances to buildings and other areas. Usage includes but is not limited to verification of security alarms, intrusion alarms, exit door and gate controls, or panic and holdup alarms. Other usage includes but is not limited to monitoring transit stops, parking areas, public streets, driveways, walkways, vehicle intersections, and vending areas.

6. Policy

The use of video surveillance systems at Kennesaw State University must be conducted in such a manner to maintain the confidentiality of the system, the integrity of video recordings, and the availability of the system. With these requirements as a foundation, all users and administrators of the system must adhere to the following requirements:

a. Video monitoring of public spaces for security purposes will be conducted in a manner consistent with all University policies.

b. Video monitoring of public spaces for security purposes at the University is limited to uses that meet a reasonable expectation of privacy as defined by both state and federal law.

c. All persons granted access to video monitoring equipment shall not discuss or disclose any information.

d. Authorized video monitoring equipment administrator(s) and KSU Public Safety staff shall follow vendor provided forensic video procedures.

e. Release of video recordings must have the approval of the Chief Information Officer and the assistant vice president for Strategic Security and Safety.

f. Video associated with a criminal investigation, arrest, or subpoena shall only be released to the prosecutor’s office or the court.

 g. Interference with or vandalizing video cameras and related systems is explicitly prohibited and may constitute criminal charges.

h. The Office of Strategic Security and Safety is responsible for approving all camera related procurement requests.

i. The Office of Strategic Security and Safety is responsible for installation of all cameras.
7. Associated Policies/Regulations
   
a. O.C.G.A § 16-11-62
b. USG Information Technology Handbook, 5.1.2 Policy, Standards, Processes, and Procedure Management Standard

8. Procedures Associated with this Policy
   
a. Video Monitoring Standard

9. Forms Associated with this Policy
   
a. As required by information in Sections 7 and 8.

10. Violations

Violations of any part of this policy may result in disciplinary action consistent with the rules and regulations governing employees, students, or contractors of the University.

11. Review Schedule

The Video Surveillance Policy will be reviewed annually by the Office of the Vice President for Operations/CIO, the Office of the Assistant Vice President for Strategic Security and Safety, and the Department of Public Safety.