UNIVERSITY OF WISCONSIN – EAU CLAIRE  
Policy Subject: Video Security Systems (VSS) and Access Control Systems (ACS)  

I. Purpose:  
This policy provides guidelines and regulations for the installation, placement, and use of video security systems and access control systems on the University of Wisconsin–Eau Claire campus; and is intended to enhance safety and security on campus while protecting the legal and privacy interests of students, employees, and visitors.

II. Policy Statement:  
In its use of VSS/ACS, the University of Wisconsin–Eau Claire incorporates best practices and uses the technology in a legal, professional, ethical manner. Installations will typically include building access points, elevators/lobbies, stairwells, points of sale, public areas, and secure storage. Locations of VSS/ACS will vary depending on the type of facility. Video recording of public areas for security purposes is limited to uses that do not violate the reasonable expectation of privacy as defined by law. All information gathered through VSS/ACS will be used exclusively for safety, security or law enforcement purposes. Recorded data will be stored in a secure location with access by authorized staff only. All information collected through VSS/ACS may only be released through the Chancellor’s Office or the Director of University Police. No person may intentionally damage, obscure or tamper with any VSS/ACS equipment.

III. Responsibilities  
A. Planning, Equipment and Installation, Repairs and Maintenance. University Police will oversee, coordinate, and consult as follows with regard to VSS/ACS equipment.
   1. University Police will coordinate with Facilities Management and Facilities Planning on security system planning, including location and type of technology, for new construction and existing buildings.
      a. For new construction, building steering committees will be included in the planning and programming of the project such that the appropriate VSS/ACS are budgeted for in the project and become part of the final design.
      b. For existing buildings, the building coordinator and/or supervisors of programs in the subject building will be included in the project coordination as well as in the identification of funding sources for purchase and installation of equipment.
   2. University Police will coordinate with Facilities Management and Learning and Technology Services on equipment brands, models and specifications, technology and installation and will coordinate installation of equipment placement and appearance of VSS/ACS devices.
   3. University Police will coordinate with Facilities Management and Learning and Technology Services on necessary repairs and maintenance.

B. Servers, Connectivity, and Data Storage: Learning and Technology Services (LTS) will be responsible for maintaining connectivity between VSS/ACS equipment and servers. LTS will maintain and facilitate server storage availability for VSS/ACS systems.
C. A Security System Oversight Committee (SSOC) will be appointed by the Chancellor. The Committee will be chaired by the Director of University Police, and staffed as deemed appropriate by the Chancellor and Chair.

1. Membership of the SSOC: Dean of Students or designee; Affirmative Action Officer or designee; student representative nominated by Student Senate; academic staff or faculty representative nominated by the University Senate’s Physical Plant Planning Committee; one representative each from Academic Affairs, Facilities Management, Facilities Planning, and Learning and Technology Services.

2. The SSOC will annually review the video security and access control systems policy and administrative procedures.

3. Installation of security cameras and access control systems without approval by SSOC is prohibited, and implementation of plans developed under Section III.A. of this policy are subject to the approval of the SSOC.

4. The SSOC will work with campus leadership and planning units identified in this section to provide funding for VSS/ACS and associated software, equipment, and data storage.

IV. Policy Compliance
The provisions of this policy shall be applicable to all University faculty, staff and student employees or others acting under their direction. Failure to comply with this policy may be subject to sanctions permissible by State, Federal and local governmental laws as well as those applicable under the University’s disciplinary procedures.

V. Policy Exclusions
This policy is not intended to regulate the use of cameras for instructional purposes or research. The video recording of public performances and events such as concerts, plays or athletic events is not covered by this policy although other University policies may prohibit such recording. The temporary placement of a surveillance camera system in an area normally having an expectation of privacy may occur with the approval of those who occupy the area and agree to waive their expectation of privacy. Security issues and special circumstances may arise that warrant temporary camera installations by University Police. Cameras installed or utilized for criminal investigations are subject to Wisconsin and Federal Law and are excluded from this policy. Security cameras installed by authorized financial institutions to monitor bank branch locations and ATM machines are exempt from this policy.