



VIDEO SURVEILLANCE

Southeast Technical College Policy ECA/STC

1. Purpose

Southeast Technical College (STC) authorizes the use of video surveillance equipment on STC property to promote the safety and security of students, staff, and visitors and to protect college property. STC recognizes the need to balance personal privacy rights with its duty to provide a safe learning environment and safeguard facilities and equipment.

2. General Statement of Policy

The surveillance system should be designed and operated to minimize privacy intrusion while achieving its goals. STC shall comply with all applicable state and federal laws related to video recordings, especially when such recordings are considered part of a student's record.

a. Installation

Installation of camera systems is based on need and funding. Video cameras will be utilized only as approved by the President or designee.

b. Use

Video surveillance cameras may be used to monitor and/or record locations authorized by STC Administration. Public notification signs must be prominently displayed, indicating the use of video surveillance.

Surveillance is not to be used in locations where confidential or private activities are routinely carried out (e.g., bathrooms, private conference rooms) The President or designee must authorize any exception to this on the grounds that no other supervision option is feasible and that the pressing need outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

c. Security

Only designated employees or agents of STC will install surveillance cameras and shall have access to the camera equipment and operations system. Video copies shall be stored securely and may not be sold, publicly viewed, or distributed except as approved by policy and/or relevant legislation.

d. Viewing of Video Recordings

Video monitors shall not be positioned for public viewing. Recordings may only be viewed by President or designee directly involved with the recorded content or responsible system's technical operations.

e. Use of Video Recordings for Disciplinary Action

Video recordings may be used for student or employee disciplinary action. Recordings involving students are considered to be educational records under FERPA (Family Education Rights and Privacy Act) requiring consent for disclosure except as authorized under FERPA. Viewing requests must be submitted in writing to the President or designee and may be refused or limited to protect privacy or safety

f. Retention of Video Recordings

A copy of a video recording shall be made when an incident results in a long-term suspension, student injury, or potential legal claim against STC. The recording must be kept for a minimum of one year if used in decision-making about a student or employee, unless earlier destruction is authorized.

Video recordings shall be maintained for at least two weeks and then erased unless they are retained for the reasons stated above or at the request of an STC Administrator.

g. Review

The President or designee is responsible for the proper implementation and control of the video surveillance system. The President or designee shall conduct an annual review to ensure compliance with this policy.

3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Board Approved:

Policy		Board Action
adopted:	01/08/07	34616
reviewed:	11/22/07	35893
reviewed:	11/22/10	35891
reviewed:	05.13.19	ST00387
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Regulation		Board Action
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