



Category
Access to Surveillance Camera Footage – 1:08:00:01
Approval
Leadership Council Approved: June 21, 2016
Effective Date/Approved: June 21, 2016
Revised: November 15, 2012; June 21, 2016
Responsible Party: Director of Public Safety & Security

PURPOSE

The purpose of this policy is to establish guidelines for access to Motlow State Community College’s recorded surveillance camera footage.

I. LIMITED ACCESS

- A. Access to MSCC’s surveillance cameras and any associated stored data shall be limited to the Director of Public Safety and Security and to the Director of Technical Operations, or to a designee of the Director of Public Safety and Security.
- B. Access to any other individuals will be granted only if approved by TBR legal representatives.

II. ACCESS WINDOW

- A. The availability of surveillance footage will be limited to a two-hour window at a single specified camera location.
- B. The increase of the access window or the addition of camera locations will be granted only if deemed appropriate by the Director of Public Safety and Security or by TBR legal representatives.

III. HOW TO REQUEST ACCESS

- A. Employees or students may request in writing that the Director of Public Safety and Security review camera surveillance footage.
- B. Granting of the request will be made at the discretion of the Director of Public Safety and Security.
- C. Law enforcement requests to access camera surveillance footage must be accompanied by a legal subpoena.
- D. Requests should include a designated two-hour surveillance window and a specified camera location.