

**Villanova University**  
**CCTV Policy**

**I. PURPOSE**

The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras.

**II. SCOPE**

This policy applies to all employees, students, guests, and visitors of Villanova University, except for uses of CCTV for research and classroom instruction. This policy also does not include the use of video equipment for recording of public performances or events, interviews, or other use for broadcast or educational purposes. Examples of such excluded activities would include the videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures, or videotaped interviews of persons.

**III. POLICY**

Villanova University is committed to enhancing the safety of members of the University community. Toward that end, it is the policy of Villanova University utilizes Closed Circuit Television (CCTV) to enhance personal safety, deter and investigate crime, and protect University property. CCTV will only be utilized in public areas, where there is no expectation of privacy and in a manner consistent with the mission and values of Villanova University and in compliance with all existing University policies.

The Department of Public Safety shall be responsible for the installation, maintenance, and monitoring of all CCTV equipment installed for safety and security purposes. Legitimate safety and security purposes include, but are not limited to the following:

- Monitoring of building perimeters, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, and cashier locations.
- Monitoring of access control systems
- Monitoring and recording restricted access transactions at entrances to buildings and other areas.
- Verification and monitoring of security alarms

- Monitoring of locations protected by intrusion alarms, exit door controls, and robbery alarms
- Monitoring of ATM locations.
- Monitoring public areas using CCTV as a patrol technique.
- Monitoring streets, sidewalks, parking lots, and intersections.
- Reviewing recorded images as part of an investigation.

### Covert CCTV

Covert cameras are those are deliberately hidden from ordinary view. The use of covert or hidden CCTV equipment will only be conducted in extremely limited circumstances and only in areas where ongoing criminal activity has been documented. Covert CCTV equipment will be installed for a finite period of time to address specific criminal activity and will not be used on an on-going basis. Under no circumstances will covert equipment be installed in residence hall rooms, bathrooms, or other areas where there is an expectation of privacy. In addition, the Director of Public Safety shall receive approval from the Office of General Counsel and the Vice President for Administration and Finance prior to the installation of covert CCTV equipment.

### Monitoring

CCTV is primarily used for investigative purposes after an incident has occurred; however, the Department of Public Safety does conduct limited live monitoring of CCTV cameras on campus. Personnel involved in video monitoring have been appropriately trained and continuously supervised in the responsible uses of this technology.

### CCTV Images

All recorded video images are the property of Villanova University. Recordings are maintained for approximately 30 days, depending upon available storage space on each respective recording device. Recorded images may be used as evidence in on-campus student judicial proceedings or employment actions. In addition, recorded images may be released, in accordance with the Federal Educational Rights and Privacy Act (FERPA), to local law enforcement authorities in furtherance of an investigation into a criminal incident or motor vehicle accident. Individual students and employees are not permitted to review stored video images.