



# Security Cameras in Use

## Security Camera Policy

<https://clasp.engin.umich.edu/resources/security-policy/>

The purpose of the security cameras located in the Climate and Space Research Building (CSRB) is to provide a mechanism to record activity in areas that have a potential for theft, vandalism, facilities misuse, or Conditions of Use violations. There will be signs posted near the security cameras indicating that they are in use. Images from the security cameras may be recorded, with retention typically being 30 days or fewer unless images are required for a specific investigation or requested by the Division of Public Safety and Security (DPSS) executive director, Office of the General Counsel, or the Executive Vice President / Chief Financial Officer (EVP / CFO).

All recorded images from CSRB security cameras are securely stored on DPSS managed servers and access to recorded or live camera images is limited to select CLaSP or Space Physics Research Laboratory (SPRL) / XTRM Labs staff. These select staff members receive a copy of this policy and SPG 606.01, "Proper Use of Security Cameras." Prior to working with security camera equipment and any CLaSP security camera video retrieving, staff sign a document to acknowledge reading, understanding, and complying with the CLaSP security policy, SPG 606.01, and DPSS security camera training.

Recorded images will not be routinely checked and will only be reviewed as part of equipment maintenance or in the event that the University has a business need to review the recorded images. A business need includes the investigation of theft, vandalism, violation of University policy, state, or federal law. Reviews must also have the prior approval of the staff member's manager and the CLaSP Chair or his/her designee. Unless required by law or SPG 606.01 approved U-M authority, the CLaSP Chair or his/her designee, in consultation with U-M Office of the General Counsel, will decide if a review request originating outside of the CSRB will be honored and with whom the review information can be shared.

This policy does not apply to cameras deployed for recording lectures or University events.

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