

3.9 Surveillance System Cameras and Digital Video Recorders Policy

POLICY:

The Gordon College network infrastructure may serve as a distribution means for digital information collected by surveillance camera systems and associated recording devices that are primarily used for obtaining identifiable personal images. Connection of IP addressable cameras and digital video recorder systems used for this purpose to the Gordon College network must be approved by Computer Services Department prior to being placed in operation.

Rationale:

Increased attention to security and protection of human and physical resources around the Gordon College campus has resulted in need for quickly deployed and easily maintained security and surveillance systems. Digital recording devices and digital monitoring devices provide a very cost effective solution and are readily available. However, placing these devices on the data network without proper information security consideration or configuration could result in access to the system or to information being collected on the system by unauthorized users. In order to ensure systems are being accessed only by the minimum persons required, equipment and software must be reviewed by Computer Services Department to determine if the requested system can be secured, methods that can be used to access the system from on and off campus, and potential impact on network traffic when the system is placed in service.

Denial of Access:

IP addressable cameras and IP addressable digital video recorders (DVR) making a connection to the College network infrastructure must allow for denial of access by those users not specifically included in a system Access Control List (ACL).

Evidentiary Documentation:

Digital video recorders used to collect and store identifiable personal images should include technology for "watermarking" of files in order to be suitable for evidentiary documentation.

Systems Accesses by Gordon College Public Safety Personnel:

Security and surveillance camera systems that are intended to be accessed by Gordon College Public Safety personnel will comply with the following technical specifications:

- Allow for simultaneous viewing of live and recorded images
- Include capability for transfer of stored images to external storage media
- Provides minimum of 7 days of image storage from all connected cameras on the recording device