



**DONNELLY**  
**COLLEGE**  
EST. 1949

Reviewed/Updated Date: January 2024  
Approved: February 2024  
Responsible Official: Business Office

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## Donnelly College Business Video Camera Policy

Donnelly College utilizes a video surveillance system in multiple offices where money is exchanged and in areas where the public enters and exits campus buildings. Donnelly's video cameras are used for security, protection of proprietary information and for financial tracking purposes as a best practice in compliance with state and federal law. Employee privacy will be protected to the extent possible; reasonable suspicion of onsite drug use, physical abuse, theft, or similar circumstances would be exceptions. Nothing in this video camera policy is intended to, nor should be construed to limit or interfere with employee rights. Employee privacy in non-work areas, such as restrooms and breakrooms, is respected and not subject to video cameras.

All video footage is considered confidential. Viewing requests require a form to be completed and submitted, including requests from law enforcement. Video equipment and recorded video are accessed only by the Facilities Director and Information Technology Director. Requests to view videos from Donnelly cameras are subject to the approval of the Donnelly College President.