**UCI QUICK GUIDELINES FOR FACULTY OR STAFF
WHO ARE CONSIDERING INSTALLING SECURITY CAMERAS**

July 2023

If you are considering installing security cameras in any space owned or controlled (*i.e.*, leased by) the University, please take these steps first:

[Privacy principles](https://www.ucop.edu/ethics-compliance-audit-services/_files/compliance/uc-privacy-principles.pdf):

* Any security camera installation must balance the primary purpose for the camera (*e.g.*, retroactive lookback if an adverse event occurs) against other unexpected uses that may be made of the footage (*e.g.*, you may receive Public Records Act requests if there is a workplace claim in the space, you may receive legal process requests from competitors, your cameras might be hacked).
* Any video footage created by the cameras should be retained/stored for the shortest amount of time possible to serve primary need.
* Access to the video footage is restricted to UCIPD, who can access it only under approved circumstances.
* Consumer/retail video systems should not be used in UC Irvine locations.

Action plan (take these steps before purchasing or installing any equipment):

* Identify your primary purpose for installing the camera(s). On-going security needs might support the use of permanently installed cameras. Temporary security needs should be addressed with temporary measures.
* Discuss providing notice of the camera(s) to represented employees with HR (central and local)
* Discuss your plans to install the camera(s) with other PIs/lab managers or supervisors in the spaces you plan to capture. (Are all of the planned cameras necessary? Do other labs/offices have concerns?)
* Discuss your plans with UCIPD (which equipment will work with their system/which UCIPD personnel will have access/how will the footage be encrypted/how short a time can the footage be retained before destruction?)
* Finalize installation plan with UCIPD, Facilities Management, your School/Unit, Procurement.
* Consult UCI’s [Privacy Office](https://privacy.uci.edu/) and/or [Office of Campus Counsel](https://campuscounsel.uci.edu/) early and often.