## **UCC Policy on Request of Security Video Data**

The purpose of the campus video security system is to assist in the security of ULM property and safety of individuals on campus. It is the policy of the Computing Center to submit video to UPD for use in investigations, safety concerns, etc. Therefore, the following guidelines should be followed when requesting access to video.

UCC will assist in the retrieval and/or viewing of recorded security camera data ONLY if requested by ULM Police Department/Housing.

Housing will only store video relating to Housing/University policy violations. Any incident that involves UPD will be handled by UPD from that time forward.

All requests, excluding Housing, for captured security video should be submitted to ULM Police Department. At no time will UCC personnel capture and distribute video data without consent and approval of ULM Police Department/Housing.

All data issued through the ULM Police Department to individuals outside the department should follow the restrictions set forth by ULM Police Department personnel in regards to use, redistribution, etc.

The policy of requesting data through UPD helps to ensure that no video is released to the public without knowledge of UPD, Housing, and University Administration.