

## **Unitarian Universalist Church of Urbana-Champaign Video Surveillance Policy**

*Last modified on 12/8/2022*

The function of the surveillance cameras is to assist in protecting the safety and property of the Unitarian Universalist Church of Urbana-Champaign (UUCUC), and its staff and congregants.

- Cameras will be placed in locations throughout the church property. Cameras will be used in a professional, ethical and legal manner consistent with all UUCUC policies. Camera use will be limited to situations that do not violate the reasonable expectation of privacy.
- The cameras are motion sensory, so they record only when motion in the immediate area is detected. Surveillance cameras will also record or monitor any sound.
- Only the UUCUC Senior Leadership Team (SLT) will be authorized to immediately access surveillance camera data. Access to both live feeds and recordings of camera data is available to SLT.
- When an incident is suspected to have occurred, people authorized by SLT may view the images from the surveillance camera data, in order to try to identify people shown on the camera. The data may also be shown to police or other emergency personnel that have been called in, at the discretion of SLT.
- When a crime occurs that is substantiated with surveillance data, a representative from SLT will notify the police, in addition to alerting the chair of the UUCUC Board of Trustees.
- The installation of additional new surveillance cameras must be approved in advance by SLT and UUCUC's Building and Grounds Advisory Task Force.
- Video recordings of the cameras will be preserved for a period of no longer than 5 days, unless the recording is associated with an incident and/or determined by SLT that it should be archived.