



*The Smart Choice!*

## Security Camera System Administrator, Authorized User and Operator Code of Conduct

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

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All security camera administrators, authorized users, and operators:

- Shall carry out their duties in accordance with the provisions of Lower Columbia College's Security Camera Administrative Procedure;
- Shall treat video recorded images from security cameras as confidential information;
- Shall be subject to disciplinary action up to and including termination for operating security camera systems in violation of LCC's Security Cameras Administrative Procedure;
- Shall be prohibited from unauthorized duplicating, or tampering or interfering with recorded information;
- Shall immediately report to the Director of Human Resources and Legal Affairs any unauthorized disclosure of a recorded image and any potential privacy breach related to the inadvertent or purposeful misuse of a security camera;
- Shall not permit viewing of recorded images by an unauthorized individual.
- Shall abide by LCC's Non-Discrimination and Anti-Harassment Policies.

I have read, understand, and agree to abide by the terms and conditions of this Security Camera System Administrator, Authorized User and Operator Code of Conduct and the LCC Security Cameras Administrative Procedure.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_