

Video Surveillance Privacy Disclosure

The following principles shall apply regarding the use of video surveillance at the Catholic Diocese of Salina Chancery offices:

- Services and other events conducted on the premises may be subject to surveillance and audio recording at all times. These recordings may contain your voice and/or likeness. All recordings will be subject to privacy rights and limitations noted below. By entering these premises, you consent to being subject to video and audio surveillance. You also consent to all photography, audio, recording and distribution of that activity which are not prohibited by law. The Chancery and its leadership, staff, agents or employees are released from any and all liability that may arise from the release of these materials.
- All recording or monitoring of the activities of individuals or groups by authorized Chancery security cameras will be conducted in a manner consistent with applicable systems and Chancery policies, and will not be based on an individual's race, gender, ethnicity, sex, disability, or other personal characteristics.
- All recording or monitoring of video records will be conducted in a professional, ethical, and legal manner. Chancery personnel with authorized access to video recordings shall receive a copy of this policy and will receive training on the effective, legal and ethical use of the monitoring equipment.
- All recording or monitoring for security and safety purposes shall be conducted only in areas where the public does not have a reasonable expectation of privacy. Video surveillance cameras will not be used by the Management to evaluate employee performance or to monitor employees during their non-working time.
- Recorded images made by video surveillance cameras will be securely maintained by the Chancery pursuant to its records retention schedule. The alteration of video images is strictly prohibited.

Limiting Use, Disclosure and Retention of Recordings:

- The Chief Financial Officer, with the assistance of the Director of Facilities and IT Management, is responsible for controlling access to the video surveillance monitors and recordings consistent with applicable privacy laws. Video surveillance data maintained by the Chancery may be nonpublic or private data on. Disclosure of video surveillance data to law enforcement must be authorized in advance by system legal counsel unless such consultation is impracticable in the event of a health or safety emergency. Nothing in this policy shall prevent reporting real-time observations of conduct that appears to constitute criminal activity to law enforcement.
- Recorded images will be stored in a secure location with access by authorized personnel only. A log shall be created by the Director of Facilities and IT Management and maintained by authorized designee(s) of all instances of access to or use of surveillance records. The log shall include the date and identification of the person or persons to whom access was granted.
- Video surveillance data shall be maintained with appropriate security in accordance with the Chancery's records retention schedule, and will then be destroyed in a secure manner, unless retained as part of a proceeding, a criminal investigation, or court proceeding (criminal or civil), or other use as approved by Chancellor or designee(s).