

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3062

Security Cameras

Adopted: December 17, 2024

ARTICLE 1. PURPOSE

The Warren-Newport Public Library District (WNPLD) utilizes security cameras to encourage a safe and secure environment, deter misconduct, investigate incidents, and assist law enforcement. This policy outlines guidelines for the use, access, and retrieval of recorded images. The intent of these cameras is not to monitor staff activity but to encourage the safety and security of all patrons and staff.

ARTICLE 2. USE AND AREAS OF SECURITY

Security cameras are strategically positioned throughout the building and grounds to provide surveillance coverage. However, cameras are not installed in areas where staff and patrons have a reasonable expectation of privacy, such as restrooms, department offices, and designated staff areas.

Signs indicating the presence of security cameras are posted at all entrances and other prominent locations to inform staff and patrons.

ARTICLE 3. ACCESS TO FOOTAGE

Access to camera footage is restricted to authorized personnel, including security staff, the Head of Facilities, Directors, Board President, and the WNPLD attorney. Law enforcement may also access footage as required by law, court order, or subpoena.

Security staff may involve other personnel to review footage for clarification, identification, or establishing timelines.

ARTICLE 4. DATA COLLECTION AND USAGE

The organization may collect and analyze aggregate data from security camera systems for the purposes of improving operational efficiency, workplace safety, and organizational decision-

making. Aggregate data refers to anonymized, statistical information derived from camera systems that does not identify specific individuals.

Section 4.01 Types of Aggregate Data

Aggregate data may include, but is not limited to:

- Heat mapping of facility usage
- Traffic flow patterns
- Occupancy rates in different areas
- Time-based utilization of spaces
- General movement patterns within organizational spaces

Section 4.02 Data Privacy and Confidentiality

All aggregate data collection will:

- Preserve individual anonymity
- Remove personally identifiable information
- Be used solely for internal organizational purposes

WNPLD commits to:

- Protecting the confidentiality of aggregate data
- Restricting access to authorized personnel only
- Ensuring that aggregate data cannot be traced back to specific individuals

Section 4.03 Permitted Uses of Aggregate Data

Aggregate data may be used for:

- Operational planning and optimization
- Space utilization analysis
- Workplace safety improvements
- Resource allocation decisions
- Efficiency and workflow assessments

Section 4.04 Limitations on Data Usage

WNPLD will not:

- Use aggregate data for individual employee performance monitoring
- Share aggregate data with external parties
- Attempt to de-anonymize the collected data
- Use the data for purposes beyond organizational improvement

Section 4.05 Data Retention and Destruction

- Aggregate data will be retained only as long as it remains relevant to organizational objectives
- Data will be securely deleted when no longer needed
- Retention periods will be periodically reviewed to ensure minimal data storage

Section 4.06 Transparency and Employee Communication

The organization will:

- Inform employees about the collection and use of aggregate data
- Provide clear explanations of how the data contributes to organizational improvements
- Maintain an open dialogue about data collection practices

ARTICLE 5. DISCLAIMER

As security cameras are not continuously monitored, staff and patrons should take appropriate precautions for their safety and belongings. WNPLD is not liable for property loss, damage, or personal injury.
