

University of Tennessee Institute of Agriculture: UTIA IT0303F – Security Camera Information Form	
Version: 1.0	Effective Date: April 01, 2023

This form is to be used in conjunction with [UTIA IT0303P – Security Camera Procedures](#). Please review the procedural document in its entirety, and then complete the form. Once the form has been completed and signed by the Director or Department Head, please email to Sandy Lindsey, University of Tennessee Institute of Agriculture (Institute) Chief Information Security Officer (CISO), at sandy@tennessee.edu. Should you have questions about anything you are being asked on this form, please email Sandy.

Please note that this ONLY applies to non-Knoxville campus locations owned, operated, or provided by the Institute and where the UT Police Department does not have jurisdiction. Should you need a camera on the Knoxville campus, you must go through UTPD's Surveillance Oversight Committee for requests and purchases.

1. Please describe in detail the purpose of the camera (e.g., monitor entrances and exits to the property, monitor parking areas, etc.).
2. How many cameras are you planning to install?
3. Please give the location(s) of the camera(s) to be installed.

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- 4. Please give the names of those responsible for monitoring these cameras, keeping in mind that these individuals should be given access to monitoring the cameras on a need-to-know basis only.**

- 5. Please describe the frequency by which these cameras will be monitored (e.g., real time, daily, randomly, only when suspicious or unusual activity has been suspected, etc.).**

- 6. Please state the length of time the recordings will be kept (please keep for a minimum of 48 hours).**

- 7. Please state the location for storing the recordings and how you plan to keep the storage location secure (e.g., external hard drive or flash drive that is in a locked and secure location with limited access, cloud storage such as OneDrive, etc.).**

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8. Please describe your plans for keeping the security camera(s) and any related IT assets secure.

Please do not forget to post signs notifying visitors that the premises are under surveillance.

Please do not forget to provide written notification to parents prior to minors' visits.

Cameras are not allowed in any areas where privacy is reasonably expected.

Please notify law enforcement immediately if any illegal or suspicious activity is found.

By signing this form, you understand that you are responsible for complying with **all** items in [UTIA IT0303P – Security Camera Procedures](#). You also understand that by signing this form, you are accepting any risk associated with being non-compliant. The responsibility of the department includes fines or other costs that may be incurred. In addition, you understand that regional IT staff, ITS, nor the OIT HelpDesk have the ability to provide technical support for security cameras.

Once your location's Director/Department Head has signed the form, please forward to the Institute's CISO for signature. The CISO will inform the appropriate Dean and the Institute's Chief Operating Officer of any camera additions.

Name	Title	Signature	Date
Sandra D. Lindsey	Chief Information Security Officer, UTIA		