


Yale *Public Safety*

PUBLIC SAFETY GENERAL ORDER			
DISTRIBUTION:	Public Safety	NUMBER:	PS-1
SECTION TITLE:	Communications	ORIGINAL ISSUE DATE:	April 16, 2025
		EFFECTIVE DATE:	April 16, 2025
SUBJECT:	Video and Card Access Records Retention Policy	REVISION DATE:	
ACCREDITATION STANDARD(S):	32.1.1, 32.1.6	APPROVAL:  Duane J. Lovello, Head of Public Safety	
TOTAL PAGES:	Two		

PURPOSE

To establish a policy regarding access to and retention of camera footage stored on the university's Milestone platform, card swipe access records stored on the university's Symmetry platform, and drone camera footage stored on Public Safety's Skydio platform.

POLICY

Yale remains committed to campus safety and the use of integrated technology systems as essential components of a comprehensive security plan. These systems assist in deterring or detecting crime, unusual activity, and/or unsafe events; managing emergency situations; and monitoring critical infrastructure, tunnels and high places, exterior and interior common areas and spaces, residential college gates, parking garages and lots, outdoor and indoor recreation spaces or athletic venues, secure areas, loading docks, and spaces containing hazardous material or activity.

The primary purpose of utilizing security video recording and card access systems is to enhance the safety and security of the Yale community, while at the same time respecting privacy concerns and the need to routinely purge stored files on a scheduled basis.

1. Yale Public Safety Systems will serve as the custodian of stored Symmetry access records and Milestone camera footage. The head of the Public Safety

Drone Team will serve as the custodian of record for drone camera footage. All security video recordings and card access records shall be electronically stored in a secure location established by Yale Public Safety, accessible only to authorized and trained staff members, and configured to prevent unauthorized modification, duplication or destruction.

2. The Yale Police Department (YPD), Yale Security, and Yale Emergency Management have authorized 'view only' access to the Milestone camera system. These units cannot download, edit, or transfer footage. YPD, Yale Security, and Yale Emergency Management do not have access to the Symmetry access control platform, or the records contained therein.
3. Except for authorized retention 'holds' on such records, Public Safety Systems will automatically purge Symmetry card swipe access records, Milestone camera footage, and Skydio drone footage after forty-five days. The established protocols requiring that the Office of the General Counsel (OGC) authorize retention of or access to these records will remain. The Yale Police Department may request a 'hold' or a copy of camera footage or access records via the established form submission and required YPD case number as part of an official investigation.
4. Storage of any of these university records on a personal electronic device is strictly prohibited. Forwarding any of these records without authorization is prohibited.
5. Public Safety prohibits any use of facial recognition technology on any Public Safety managed platform.
6. The University maintains the right to place video surveillance cameras and card readers in University spaces, both indoor and outdoor for the purposes described above. Cameras are not placed in residential spaces, restrooms, locker rooms, or clinical/medical treatment spaces.
7. The use of drones is restricted to the monitoring of planned or unplanned events impacting campus safety and Public Safety resources. Drones are also used for security inspections of Yale facilities or as part of pre-event planning in a manner consistent with General Order 21.15, *Unmanned Aerial Systems (UAS)*.
8. Any violation of this policy may result in disciplinary action, up to and including termination of employment.