

Sauk Valley Community College
April 27, 2026

Action Item 4.2

Topic: Board Policy *430.01 Information Security* – First Reading

Ethical Values: Sauk Valley Community College respects the worth and dignity of all people; stands for integrity and fairness; and encourages responsibility, accountability, and persistence in a caring, supportive environment.

Presented By: Dr. David Hellmich

Presentation:

The administration continues its process of reviewing all Board policies annually. As a part of this review, *430.01 Information Security* has been revised as follows for Board consideration:

1. the Information Security Program portion of the policy has been updated and moved to a new separate policy *523.01 Information Security*; and
2. the Security Cameras portion of the policy has been updated within the proposed policy *430.01 Video Surveillance*.

Recommendation:

The administration recommends the Board approve the revisions to *430.01 Information Security* which will result in two policies: *430.01 Video Surveillance* and *523.01 Information Security*, as presented for a first reading.

CURRENT POLICY

430.01 Information Security

1. Information Security Program
 1. The College will develop, implement, and maintain an Information Security Program as an administrative procedure to reduce the risk of data loss and identity theft to the College, its students, and its employees. The College will name a Compliance Officer for the Program, who shall have the duty to oversee the Program. The President shall review the Program with the Board upon its initial implementation and thereafter, shall review the Program with the Board not less frequently than annually. Violation of the Program may be grounds for discipline.
2. Security Cameras
 1. Installation of security cameras on the SVCC campus is for the safety and welfare of employees, students, and patrons. Videos or recordings generated from the cameras will be used as a surveillance tool to deter criminal activity and to protect the campus.
 2. The exact location, number, and function of all cameras will generally be considered confidential for security purposes and not be released to the general public, guests, or employees. No audio shall be recorded, and camera positions shall not violate the standard of a reasonable expectation of privacy.
 3. This statement does not in any way imply or guarantee that video surveillance devices will be indefinitely operational or actively monitored at any time. The presence of physical video surveillance does not in any way imply that activity is recorded or monitored.
 4. All recording or monitoring of activities of individuals or groups by college security cameras will be conducted in a manner consistent with College policies, state and federal laws, and investigative agency policies, and it will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. All personnel with access to college security cameras shall be trained in the effective, legal, and ethical use of monitoring equipment.
 5. Video surveillance equipment will not be used to evaluate the performance of employees. Surveillance equipment will not be utilized to observe employee performance or otherwise be accessed as documentation in the employee evaluation process.

Revised: 07-27-2009, 09-28-2020

Cabinet Reviewed: 06-11-2024, 07-08-2025

PROPOSED POLICIES

430.01 Video Surveillance

This policy outlines the acceptable use and management of video surveillance equipment at Sauk Valley Community College to enhance the safety and security of students, faculty, staff, visitors, and property while respecting individual privacy rights. It applies to all such equipment installed on college property, including, but not limited to, academic buildings, parking lots, common areas, and any location under the jurisdiction of the College. This policy does not apply to equipment used for academic, research, media, or personal use unless those devices are used for surveillance purposes.

1. The College utilizes video surveillance equipment as part of a broader strategy to deter criminal behavior and unauthorized access, assist in investigation of incidents, enhance emergency response and preparedness, and promote a safe campus environment.
2. The College avoids equipment placement in areas where individuals have a reasonable expectation of privacy (e.g., restrooms, locker rooms, private offices, or residential rooms). The presence of video surveillance equipment is communicated through signage and notices where appropriate. Video footage is stored securely and access is limited to authorized personnel. The installation and use of such equipment must comply with applicable laws and college policies.
3. Video surveillance equipment may be monitored in real-time or viewed retrospectively by authorized personnel. Access to live or recorded video is restricted to authorized individuals. Video footage may be shared with law enforcement or other officials when required by law or in response to emergencies or investigations.
4. Video surveillance equipment is not used to monitor individuals based on race, gender, sexual orientation, disability, or other protected characteristics. It is not used to evaluate the performance of employees or monitor employees; it is not used to observe employee performance or otherwise be accessed as documentation in the employee evaluation process.

523.01 Information Security

The College ~~will~~ develops, implements, and maintains an Information Security Program as an administrative procedure to reduce the risk of data loss and identity theft to the College, its students, and its employees. The College ~~will~~ names a Compliance Officer for the Program, who ~~has~~ ~~shall have~~ the duty to oversee the Program. The President ~~shall~~ reviews the Program with the Board upon its initial implementation and thereafter, ~~shall~~ reviews the Program with the Board not less frequently than annually. Violation of the Program may be grounds for discipline.