

School of Materials Engineering, Purdue University

WORKSPACE CAMERA POLICY

Effective: Summer 2024

This policy was written and reviewed by the MSE Safety Committee, Prof. Kendra Erk, and Safety Officer Casey Peters in direct response to privacy and ethical concerns expressed by MSE students, faculty, and staff about the installation, use, and oversight of *surveillance cameras in MSE-affiliated teaching and research spaces*, the majority of which are shared-used workspaces. A formal discussion of this policy took place at the MSE Safety Committee meeting on April 2, 2024. From this discussion, the following procedures were discussed and will be enforced from this point forward. In the points below, “workspace” is defined as the location where the camera will be installed and operated; “users” includes undergraduate and graduate students, postdoctoral researchers, teaching assistants, faculty, staff, and visitors.

1. Communication

- a. The current MSE Safety Officer and the Laboratory Supervisor and all Affiliated Faculty (listed on the main laboratory door posting) of the workspace must agree, in writing, prior to the camera installation and use.
- b. All users of the workspace must be informed prior to camera installation and, again, once camera use has commenced. This should be documented in an email to all users and mse-safety@purdue.edu. Additionally, a sign must be placed on the main lab door that states: “NOTICE: This Lab Has Video Cameras In Use” (signs provided by MSE Safety Officer).
- c. A master list of workspaces that have cameras will be maintained by the MSE Safety Officer. This list will be published to the MSE Safety Brightspace page and lab access request form as well as publicly posted to the MSE Safety Bulletin Board on the second floor of ARMS.
- d. The required MSE safety training slides and associated presentations will be modified to include information on workspace cameras.

2. Recording Use and Privacy

- a. Camera software and hardware should be pre-approved by Purdue University Police Department (PUPD) and ITaP and integrate with existing Purdue ITaP framework and exist behind the Purdue firewall.
- b. MSE Safety Officer, viewed as a “neutral party”, will be in-charge of daily camera use and oversight, including enforcement of this policy in collaboration with the MSE Head, MSE Safety Committee Faculty Chair, and MSE Safety Committee. The MSE Safety Officer will be the only person in MSE in who has direct access to the recordings and will be charged with keeping the recordings private and secured. PUPD also has direct access to the cameras and recordings.
- c. Recordings will only be accessed for MSE purposes through authorized software on the MSE Safety Officer’s ECN-managed computer. Recordings can only be viewed by others when events arise and at the discretion of the MSE Safety Officer. No video files can be electronically shared with others. For example:
 - i. Recordings can be viewed by Lab Supervisors and/or the MSE Safety Committee to aid in the investigation of unsafe user actions or equipment misuse as well as lab access violations.
 - ii. Recordings can be viewed by Purdue Environmental Health and Safety and/or the MSE Safety Committee to aid in investigating accidents and critical near-misses.
- d. Safety and equipment related issues observed from the recordings will be documented and archived following typical safety procedures as near-miss situations or actual events (e.g., resulting in injuries or safety rule or lab access violations, etc.). Issues that involve any potential criminal activities (e.g., theft, harassment, etc.) will be escalated to the PUPD.
- e. Recordings are automatically stored and backed-up on Purdue ITaP servers only for a period of 1 month.

This policy has been disseminated to all current MSE Personnel as well as posted on the MSE Lab Safety Brightspace Page and the MSE Safety Bulletin Board. If you have any concerns or questions regarding this policy, please contact the MSE Safety Officer at mse-safety@purdue.edu.