



CTK Healthcare & Career Institute

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Surveillance & Video Monitoring Policy

1. Purpose

CTK Healthcare & Career Institute ("CTK") utilizes video surveillance systems to promote a safe and secure learning environment, protect students, staff, visitors, and institutional property, and support compliance with applicable safety and regulatory requirements.

2. Scope

This policy governs the use, access, retention, and disclosure of surveillance recordings at all CTK facilities. Surveillance is used solely for safety, security, and operational purposes and is not intended for routine employee performance evaluation or academic grading.

3. Areas Under Surveillance

Video surveillance cameras may be installed in public and common areas, including but not limited to:

- Building entrances and exits
- Hallways and corridors
- Reception and lobby areas

Cameras are not installed in areas where individuals have a reasonable expectation of privacy, including:

- Restrooms
- Locker rooms
- Private offices (unless security-approved and disclosed)
- Classrooms for instructional monitoring unless required for safety or compliance

4. Notice

Clear and visible signage is posted in monitored areas to inform individuals that video surveillance is in use.

5. Access and Confidentiality

Surveillance recordings are confidential institutional records. Access is restricted to authorized personnel only, including administration or designated security staff. Unauthorized access, use, duplication, or disclosure is strictly prohibited and may result in disciplinary action.

6. Retention and Storage

Surveillance footage is securely stored and retained for a limited period, generally fourteen (14) to thirty (30) days, unless an incident, investigation, audit, or legal requirement necessitates longer retention. Footage is automatically deleted after the retention period unless preservation is required.

7. Disclosure

Surveillance recordings may be released only:

- To law enforcement or regulatory agencies upon lawful request
- In response to subpoenas, court orders, audits, or accrediting reviews
- When necessary to investigate safety incidents, misconduct, or property damage

8. Compliance

This policy complies with applicable federal and state laws, including privacy and data protection requirements. CTK reserves the right to amend this policy as required by law or institutional need.

9. Policy Review

This policy is reviewed periodically by CTK administration and updated as necessary.