Policy
for

Security Cameras

REVISION

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1	DCN4488	Initial Release	Sept. 2025	J. Kosakowski	J. Kosakowski

Prior revision history, if applicable, is available from the Document Control Office.

1 PURPOSE AND SCOPE

NY Creates deploys security cameras across the Albany NanoTech Complex to primarily aid in the safety and security of the site. However, security cameras may occasionally be utilized to conduct process review and improvement, and support Human Resources inquiries. The purpose of this policy is to provide parameters in which security cameras may be viewed, reviewed, and/or released.

2 DEFINITIONS

2.1 **Private Areas** – Areas such as bathrooms, or within tenant space.

2.2 **Security Camera Recordings** – The recordings produced by the security cameras and retained by the software and hardware within the NY Creates security camera system.

2.3 **Security Camera** – A camera device that can capture viewable images and transfer such images to a data storage system.

2.4 **Tenant Space** – Space a tenant leases at the Albany NanoTech Complex except for shared cleanroom space.

2.5 **Authorized Sponsors** – NY Creates and Tenants have representatives that are authorized to submit badge requests using **ANT-00001-F1** and **ANT-00001-F2**. They may also send access modifications via email to Access Control.

2.6 **Legitimate Business Function** – A function that aids in the improvement of a process. Video requests relating to a Legitimate Business Function should only be made after all other efforts have been exhausted.

3 RESPONSIBILITIES

3.1 **Director of Security and Assistant Director of Security**

- Ensure policy conformance.
- Review and respond to requests from NY Creates Human Resources.
- Review and respond to sensitive requests from tenants and/or NY Creates managers.
- Review and respond to requests from law enforcement agencies.
- Review and ensure security camera hardware, software, and locations are within policy and sufficient.

3.2 Security Supervisors

- Ensure policy conformance.
- Ensure security personnel are trained in the proper use of security cameras.
- Conduct audits on all security cameras on a biweekly basis that encompass the security cameras' operability, clarity of images, and that the security camera is recording as programmed.
- Communicate the results of the audit to the Security Technician and the Security Officer-Security Technician Assistant.
- Review requests to view historical security camera footage as applicable to ensure they are within policy and documented.

3.3 Security Officers

- Monitor the security cameras as applicable to post assignment.
- Track people and vehicles.
- Review and save historical data as necessary.
- Report any issues to the security camera system to a supervisor.

3.4 Security Technician and Security Officer-Security Technician Assistant

- Efficiently maintain the hardware and software associated with the security cameras.
- Install and uninstall security cameras as needed.
- Maintain the network and its associated hardware and software.

4 ASSOCIATED DOCUMENTS

4.1 **ANT-00008-F1** – Security Camera Review Request

5 PROCEDURE

5.1 Requests for Video Review

1) Security cameras will not be placed in bathrooms or similar rooms and may only be placed within a tenant's space by the tenant's request and consent that is subject to NY Creates Security approval.

Tenants may place security cameras within their leased space, but they may not view or record areas outside of their leased space unless approved by NY Creates Security.

2) The people or organizations that may request video:

   - NY Creates Human Resources related to NY Creates employees
   - NY Creates managers related to the personnel they manage. Managers will notify NY Creates Human Resources prior to requesting a video if there is a possibility the review may result in employee discipline.
   - Tenant Authorized Sponsors related to their organization's personnel
   - Law Enforcement

3) The person requesting is to complete a Security Video Review form and email it to jkosakowski@ny-creates.org and ecommerford@ny-creates.org.

   NOTE: It is acceptable for a video review to occur outside of the policy, in an emergency or with a Security Supervisors approval.

4) The parameters used by NY Creates Security to define if a video is acceptable to either be viewed only (reviewed by NY Creates Security) or released are:

   - Does the request relate to a legitimate business function?
   - The date and time range of the request?
   - Does the video display another organization's employees?
   - Does the video display sensitive security hardware?
   - Does the video display critical infrastructure?
   - Does the video contain any potential intellectual property?

6 PREVENTIVE MAINTENANCE

NY Creates Security Supervisors will conduct audits on all security cameras on a biweekly basis that encompasses the security cameras' operability, clarity of images, and that the security camera is recorded as programmed.

Any associated Software Service Agreements will be maintained.

7 RECORDS

NY Creates Security maintains security camera recordings on servers associated with the security camera system.

Audits of security cameras are communicated via email.

Security Video Review forms are maintained within the V: drive Security folder.

- At the discretion of the Assistant Director or Director of Security, request forms that are sensitive in nature and are for limited distribution will be maintained within a subfolder within the V: drive.