



The University of Vermont

Subject: Request for CCTV camera installation

Greetings,

We have received your request for information about installing a closed-circuit television (CCTV) surveillance camera in your area. Please be advised that the CATcard Service Center does not authorize installations. Pursuant to University Operating Procedure and Policy, and to ensure compliance with applicable law, all video surveillance on the property of the University of Vermont or on properties rented, leased, or otherwise occupied by the University of Vermont, must be approved by the Vice President for University Relations Administration, or their designee, prior to any installation, modification, or change. Completion of the attached form is only an application and does not constitute approval for any installation, modification, or change. You will be notified in writing at such time that this application is either approved or denied from the Vice President for University Relations and Administration (VPURA).

Please be sure to attach a detailed description of the exact location(s) of the requested surveillance camera(s) to be installed or modified, the viewing area of each camera, the classes of individuals with access to that area (i.e students, faculty, staff, contractors, public), the parties requesting live monitoring or recorded access (if applicable), how notice of surveillance will be provided, and how such installation corresponds to the purpose(s) identified. If the request is for a camera in a restricted area, please be aware a list of those individuals who will have access into the surveillance area needs to be provided so they can receive notification of the proposed installation.

Thank you for inquiring and if you have any questions about the process please feel free to reach out to us.

Sincerely,

CATcard Service Center

**CATcard Service Center**

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