

## **Mt. San Antonio College**

### **Automated License Plate Recognition Usage and Privacy Policy**

Mt. San Antonio College (“Mt. SAC”) uses Automated License Plate Recognition (“ALPR”) technology, also known as License Plate Recognition technology, for parking enforcement purposes. ALPR allows for the automated detection of vehicle license plates. ALPR captures and stores digital data and images of license plates.

Mt. SAC’s Police & Campus Safety Department (“P&CSD”)-Parking Services is responsible for the enforcement of Mt. SAC’s parking policy, rules, and restrictions. All data and images gathered by Mt. SAC’s ALPR are for the official use of P&CSD in enforcing the College’s parking policy, rules, and restrictions.

“ALPR system” means a searchable computerized database resulting from the operation of one or more mobile or fixed cameras combined with computer algorithms to read and convert images of registration plates and the characters they contain into computer-readable data. “ALPR information” means information or data collected through the use of an ALPR system.

This Usage and Privacy Policy ensures that the access, use, sharing, and dissemination of ALPR information is consistent with respect for individuals’ privacy and civil liberties as required by Civil Code § 1798.90.51 and §1798.90.53.

This Usage and Privacy Policy is available to the public in writing. Copies may be obtained at the following location(s): 1100 N. Grand Avenue, Walnut, CA 91789 (Building 23: P&CSD), or a request can be made by calling (909) 274-4555. Additionally, this Policy is posted on the website of Mt. SAC Police & Campus Safety Department at [www.mtsac.edu/safety/](http://www.mtsac.edu/safety/)

- (A) The authorized purpose for using the ALPR system and collecting ALPR information is for the official use of P&CSD for parking enforcement and management. The ALPR system may also be used to identify stolen or wanted vehicles as allowed by law.
  
- (B) Access to and use of ALPR information are not available to the public. Access and use are authorized for the following individuals:
  - a. Technical support personnel of Mt. SAC’s authorized service provider of ALPR technology;
  - b. P&CSD Parking & Events Manager or designee;
  - c. P&CSD Parking Enforcement staff; and
  - d. Software Systems Analyst.
  
- (C) Training for those with authorized access to and use of ALPR information shall consist of the following:
  - a. Data storage and protection;
  - b. Reporting of data theft, loss, or breach;
  - c. Patroller equipment and system design;
  - d. Equipment and system general terminology;
  - e. Review of system design and data flow;

- f. Patroller's start-up process and general checklist;
  - g. Screen navigation;
  - h. Patroller's standard patrol process;
  - i. Permit hit process;
  - j. General patroller functions; and
  - k. Patroller's standard end-of-patrol process
- (D) All data will be closely safeguarded and protected by both procedural and technological means. The P&CSD will observe the following safeguards regarding access to and use of stored data:
- a. All ALPR data processed by the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
  - b. Users approved to access ALPR data under these guidelines are permitted to access the data for legitimate parking management purposes only.
  - c. All data transmission and storage will follow Mt. SAC's Information Security Policies and Standards based on the applicable data level.
  - d. Security or data breaches shall be handled per Mt. SAC's Information Security Policies and Standards.

The ALPR system is monitored to ensure the security of the information and compliance with applicable privacy laws. Security monitoring consists of the following access controls: ALPR users/operators who access or provide access to ALPR information shall maintain a record of that access and require that ALPR information only be used for the authorized purposes described herein. Records of access shall include (1) The date and time the information is accessed; (2) The license plate number or other data elements used to query the ALPR system; (3) The username of the person who accesses the information and, as applicable, the organization or entity with whom the person is affiliated; and (4) The purpose for accessing the information. The ALPR system shall be audited every twelve 12 months to determine whether any protected information has been subject to unauthorized disclosure. The system shall be subject to Mt. SAC's Information Security Policies and Standards.

- (E) ALPR information shall not be sold to any person or entity. ALPR information may be shared or transferred to persons or entities other than those specifically authorized by this Policy as required by law. Any request for such sharing or transfer of ALPR information must be submitted and approved before any information is transferred. Such requests shall be submitted to the Chief, Police & Campus Safety, or designee. They must be approved in writing with proper consultation from legal counsel and/or the campus Public Records Act (PRA) office (Human Resources).
- (F) The official custodian of ALPR information who is responsible for implementing this Usage and Privacy Policy is the Chief, Police & Campus Safety.

- (G) Mt. SAC will use the following measures to ensure the accuracy of ALPR information and to correct data errors:
- a. Authorized system operators will monitor accuracy daily;
  - b. System errors will be addressed by the Chief, Police & Campus Safety or designee; and/or
  - c. Software system technical support will be consulted when issues require an elevated level of support.
- (H) ALPR information will be retained for a period of one (1) year. If and when Mt. SAC determines that retained ALPR information may be deleted, the information will be destroyed via an automated system task.