LICENSE PLATE RECOGNITION PRIVACY INFORMATION

The University at Buffalo Parking and Transportation Services utilizes license plate recognition hardware and software ("LPR") for parking and access control.

<u>**Locations**</u>
LPR data is collected on University at Buffalo properties. This includes the north, south and downtown campuses as well as certain remote locations including, but not limited to, Baird Research Park, The Research Institute on Addictions, Equal Opportunity Center and the 854 Ellicott parking garage. Data is collected by Parking and Transportation Services where mobile vehicle-mounted systems are driven by trained personnel in parking locations throughout the University.

<u>**Data Collected**</u>
The LPR system captures two photos of observed vehicles: (1) a context photo of the vehicle and its immediate surroundings and (2) a photo of the license plate. Along with the photographic data, the system also records the global positioning system coordinates and date/time information of the observation. Further software processing of the license plate image generates an alphanumeric version of the license plate number which is also stored with the record.

<u>**Use of Data**</u>
The intended use of data collected by the LPR system is for parking access control and parking enforcement. LPR data is used to determine a vehicle's access permissions in a given parking area and support the issuance of a parking citation if needed. Any use of the data for purposes outside of these stated purposes must be detailed and approved in writing through administrative channels by the office of the Vice President for Finance and Administration.

<u>**Access to Records**</u>
Access to records created and maintained by the LPR system is restricted to trained designated Parking and Transportation Services personnel. All personnel with access to the system use unique identifiers and passwords to access records and all login, record additions and other activity is logged. Access to the system by others is prohibited. Designated personnel must gain approval from either the Director or Assistant Director of Parking Services.

<u>**Public Notification**</u>
Parking and Transportation Services will notify the public of its LPR data collection activities and policies via:
• Posting of a privacy policy on the Parking and Transportation Services website