

License Plate Recognition Regulations

Purpose

This policy establishes procedures for the collection, retention and privacy of license plate recognition data at The College of New Jersey (TCNJ). License Plate Recognition (LPR) identifies vehicles on TCNJ's campus, including vehicles that enter campus, for the purpose of enforcement of TCNJ parking policies and enhancing the security and safety of the TCNJ community.

General

The College of New Jersey (TCNJ) utilizes License Plate Recognition (LPR) hardware and software for parking enforcement and management. TCNJ Campus Police Services utilizes mobile vehicle-mounted systems and/or handheld devices to enforce parking.

LPR uses character recognition algorithms to read and convert images of license plates and the characters they contain into computer-readable data. The information contained in the database include images of license plates, the date, time and location when the images were collected as well as the license plate characters and numbers associated with the image.

Data Collected

The LPR system captures a minimum of two photos of observed vehicles which include (1) a context photo of the vehicle and its immediate surroundings and (2) a photo of the license plate. Typically, these photos are taken from the rear of the vehicle, although there are occasions where a photo is taken from the front. The photos are not of a resolution that allows identification of the vehicle occupants.

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.

Training

All authorized personnel must complete training on the LPR system and data prior to active use and be provided with all applicable College policies and procedures. Training will include:

- a. How to use the LPR technology
- b. Knowledge and understanding of the College's LPR policy and procedures, and
- c. Applicable laws and privacy protections.

Use of Data

The intended use of data collected by the LPR system is for parking management, parking enforcement, and law enforcement investigations. LPR data is used to determine a vehicle's parking permit permissions in a given parking area and support the issuance of a parking citation if needed. The data can also be used by The College of New Jersey Campus Police Services in conducting ongoing criminal investigations and complaints. Any use of the data for purposes outside of these stated purposes must be detailed and approved in writing through the College's Office of General Counsel.

Data Retention

Data collected by the LPR system not resulting in parking enforcement action or not part of an ongoing law enforcement investigation is retained for 30 days. Data resulting in a parking enforcement action is retained with the citation records according to established College data retention policies. Data associated with an ongoing law enforcement investigation is retained until the investigation is completed or as directed by investigators or courts.

Data Requests from Vehicle Owners

Registered vehicle owners may request a report detailing what, if any, records exist for their vehicles in the TCNJ LPR system. The report may be requested in person at Campus Police. Individuals requesting a report must provide sufficient identification to establish their identity as the registered owner of the vehicle. Please note the registered owner's identification must contain the same address as the one on file with The College of New Jersey (TCNJ).

Access to Records

Access to records created and maintained by the LPR system is restricted to trained TCNJ personnel performing their duties. 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.

Determining What Data We Have About You

Students, faculty, and staff with TCNJ identifications may view the information we have about their vehicles at any time at the online portal found at parking.tcnj.edu. TCNJ will notify the public of its LPR data collection activities and policies via TCNJ's parking website.