CAL STATE LA
PARKING & TRANSPORTATION SERVICES

License Plate Recognition System Data Collection and Privacy

Cal State University Los Angeles utilizes automated license plate recognition hardware and software (ALPR) for enforcement of Cal State LA parking policy, rules, and restrictions. The ALPR system captures and stores digital data and images of license plates and allows for the automated detection of virtual permits from the captured images of vehicles license plates that are parked on campus lots and structures.

By using a mobile vehicle-mounted system with one or more fixed cameras and handheld devices that along with images also reads and records vehicles' location coordinates, and date and time vehicles are utilizing campus parking facilities. With ALPR the Department of Parking and Transportation utilizes the parking management system to link vehicle LPR data to student, faculty/staff, and patron accounts for parking permit verification purposes only. The LPR system does not identify any individual or access their personal information through the generated alphanumeric version of the license plate number.

The access, use, sharing and dissemination of ALPR information in respect to usage and privacy is consistent with respect for one's individual privacy and civil liberties per Civil Code § 1798. 90..51 and § 1798.90.53.

A. The authorized purpose of ALPR is for parking enforcement and management of Cal State LA Parking and Transportations parking facilities including permit purchase transactions, permit verification, parking compliance, and parking occupancy counts.

B. The following are the job titles or other designation of the employees and independent contractors who are authorized to use or access the ALPR system, or collect ALPR information:
    1. Cal State Los Angeles Parking Enforcement Team
    2. Parking Adjudication Coordinator
    3. Parking and Transportation Administrative Coordinator
    4. Parking Events Coordinator
    5. Authorized service provider for ALPR technical support

C. LPR operators and administrative staff receive initial training from authorized provider on the procedure and proper use of the system prior to being granted access to the ALPR system. Training for those with authorized access and use of ALPR information shall consist of the following:
    1. Data storage and protection
    2. Patroller equipment and system design
    3. Equipment and System Terminology
    4. Patroller's Start-Up Process
    5. Screen Navigation
    6. Patroller Process
    7. General Patroller Functions
    8. Permit Hit Process
    9. Patroller End Process

D. Information Collected by the ALPR system and Parking and Transportation is as follows:
    1. License plate image capture
    2. License plate number

3. License plate state
4. Date
5. Time
6. Location

Virtual Permit Registration:

1. Name
2. Student ID Number
3. Student/Faculty/Staff email address
4. Permit type
5. Year, make, model, license plate number and license plate state

E. The department of transportation uses administrative, operational, technical, and physical safeguards to protect ALPR information from unauthorized access and use.

1. All ALPR data downloaded to the mobile workstation and in storage shall be accessible through a login/password system capable of documenting all access of information by name, date, and time.
2. Users approved to access ALPR data under the guidelines are permitted to access the data for parking management purposes only.
3. Training, proper use and secure practices when using LPR an its database.
4. Secured storage of computers with access to database.
5. All information is encrypted to protect any personally identifiable information.

Cal State University Los Angeles Parking and Transportation's ALPR system is monitored to ensure security of the information and compliance with applicable privacy laws. Parking and Transportations use of physical access controls, computer application permission controls, and other operational, administrative, technical, and physical safeguards are used to protect ALPR data. Data security is maintained by identifying and recording who has accessed ALPR information based on individual access credentials, the date and time of access, the search query, and purpose for access we are able to maintain data security.

F. Parking and Transportation does not release any ALPR information to any person or entity. Information may be shared or transferred to authorized personnel and others for the purpose stated above, or as required by law. Any request for sharing of ALPR information must be submitted to the Director of Parking & Transportation Services and must be approved in writing with proper legal consultation.

G. ALPR information will be retained for a period of one year, unless it is involved in a citation, open appeal case, or law enforcement ongoing investigation or to be used as evidence by a law enforcement agency.

PARKING SERVICES
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