

LICENSE PLATE RECOGNITION: Terms of Use Notification

Princeton University's Transportation and Parking Services (TPS) utilizes license plate recognition hardware and software ("LPR") for parking and access control.

Locations

LPR data is collected for parked cars on University owned streets and roadways, in University-managed parking garages, and University-managed parking lots. This includes the main academic campus and any satellite University facilities. To collect the LPR data, TPS uses a number of mobile vehicle-mounted systems which are driven by trained enforcement personnel in parking locations throughout the University.

Data Collected

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. 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. While no owner or driver information is stored directly with the LPR record, vehicle LPR data is linked to individual patron accounts within the Princeton University parking management system.

Use of Data

The intended use of data collected by the LPR system is for parking access control, parking enforcement, and any law enforcement investigations. 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. The data may be used by the Department of Public Safety in assisting immediate or on-going safety concerns and in conducting specific investigations and complaints. In addition, the data may be used for compliance with applicable laws and regulations, and/or if needed in connection with litigation or other legal or administrative proceeding. Any use of the data for purposes outside of these stated purposes must be detailed and approved in writing by the Office of the Executive Vice President of Princeton University.

Data Sharing

Personal data may be shared with third-party vendors (such as information technology and LPR solutions providers) for storage and other processing of personal data. Personal data may also be shared to comply with a valid legal process, governmental request, or applicable law, rule or regulation. Personal data will not be sold or licensed to any third-parties for secondary commercial purposes.

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 90 days. Data resulting in parking enforcement action is retained with the citation records according to established University-wide Records Management Principles available on the Princeton University Records Management website www.records.princeton.edu/policies-procedures. Data associated with an ongoing law

enforcement investigation is retained until the investigation is completed or as directed by investigators or courts. Data subject to a legal hold is retained until the legal hold has been lifted.

Access to Records

Access to records created and maintained by the LPR system is limited and restricted to authorized and trained University personnel performing their duties. All personnel with access to the system use unique identifiers and passwords to access records; and other activity is logged within the system. Access to records in the system by others is prohibited.

Determining What Data We Have About You

Students, faculty, and staff with Princeton University parking accounts, and using their single sign-on, may view information we have about their vehicles at any time at <https://princeton.nupark.com/v2/Portal/Login>.

Terms Updates

This notification will be updated periodically to reflect any changes in our programs and practices. These change will be evident by a new “Effective Date” and are effective when they are posted on the TPS website at <https://transportation.princeton.edu>.

Public Notification

Transportation and Parking Services will notify the public of its LPR data collection activities and policies via:

- Posting of this notification on the TPS website

Terms effective date 11/07/2019