

RUCD Video Surveillance Policy Template

1. Purpose and scope of the RUCD video-surveillance Policy

For the safety and security of the buildings, assets, staff and visitors, RUCD operates a video-surveillance system. This video surveillance policy describes policy describes RUCD's video surveillance system and the safeguards that RUCD implements to protect the personal data, privacy and other fundamental rights and legitimate interests of those recorded on the cameras.

2. Purpose of the surveillance

RUCD uses its video surveillance system for the purposes of security and access control. The video surveillance system helps control access to our building and can help ensure the security of our building, safety of staff, students and visitors, as well as property and information located or stored on the premises. It complements other physical security systems such as access control systems and physical intrusion control systems. It forms part of the measures to support our broader security policies and to help prevent, deter, and if necessary, investigate unauthorized physical access, including unauthorized access to secure premises and protected rooms. IT infrastructure, or operational information. In addition, video surveillance helps prevent, detect and investigate theft of equipment or assets owned by RUCD, visitors, students or staff, and threats of their safety.

2.2 Purpose limitation

The system is not used for any other purpose. For example: it is not used to monitor the work of employees or to monitor attendance. Neither is the system used as an investigative tool. (other than investigating physical security and personal safety incidents such as thefts of unauthorized access.)

3. What areas are under surveillance?

3.1 Type of equipment in use

The video surveillance system is a conventional static system. It records digital images and is equipped with motion detection. It records any movement detected by the cameras in the area under surveillance, together with time, date and location. All cameras operate 24 hours a day, seven days a week. The image quality in most cases allows identification of those in the camera's areas of coverage.

The camera's are all fixed (there are no pan tilt and zoom cameras), and thus, they cannot be used by the operators to zoom in on a target or follow individuals around. We do not use high tech or intelligent video surveillance technology and we do not interconnect our system with out systems. We do not sue covert surveillance, sound recording, or "talking CCTV"

3.2 Video system modification and expansion

The current video surveillance system will not be modified or expanded. Equipment shall not be moved modified or relocated or otherwise altered without direct and prior consultation with the designated district administrator. All additions or modifications must be approved in writing with a signature of the director or her designee.

3.2 Camera locations and coverage

Cameras are located at entry and exit points of our buildings, including the main entrance, emergency and fire exits and the entrance to the classrooms, public hallways, outside grounds and event areas.

3.3 Areas of heightened expectations

We also do not monitor any areas under heightened expectations of privacy such individual offices, classrooms, labs, staff leisure areas and toilet facilities.

3.4 Notification of video surveillance

A RUCD site that implements video surveillance must provide notifications to the public that video is being recorded on the premises (i.e. a sign posted on the front door of a school)

4. Who has access to the information and to whom is it disclosed?

4.1 RUCD Administrators and Designee of RUCD

Recorded video is accessible to a designees and RUCD Administrative staff only. Live video is also accessible to administrators and designee.

4.2 Periodic System and video image audit

A periodic audit of the surveillance system and video images shall be conducted by the director of her designee to ensure the surveillance system has not been modified or altered and to ensure the integrity of the system.

4.3 System monitoring and security

Due to activities of the administrative staff video may not be monitored continuously. Devices used to view live and recorded video will have secure access and be located out of open view of the public and staff. Visitors, students and staff should be aware that an administrator is not watching most cameras most of the time and they should not have an expectation that they are under continuous surveillance when they are in the range of a camera.

4.4 Access Rights

The RUCD administrators and designee have the right to:

- View the footage real time,
- View the recorded footage, or
- Copy
- Download,
- Delete, or
- Alter any footage

4.5 Data protection training

All personnel with access rights will be provided video and data protection training. Training is provided for each new member of the staff and periodic workshops on video and data protection compliance issues are carried out at least once every two years for all staff with success rights.

4.6 Confidentiality undertakings

After the training each staff member signs a confidentiality undertaking

4.7 Transfers and disclosures

All transfer of video content and disclosures outside administration are documented and are subject to a rigorous assessment of the necessity of such transfer and the compatibility of the purpose of the transfer with the initial security and access control purpose of the processing.

Local police may be given access, by the director or designee, if needed, to investigate or prosecute criminal offenses.

5. How long do we keep data

The images or video content are retained for a maximum of _____ days. Thereafter, all images are deleted or overwritten. If any images/video content needs to be stored for further investigation or evidence in a security incident, it may be repainted as necessary.