

Version 01

CCTV SURVEILLIANCE POLICY

UNIVERSITY OF NORTH BENGAL
WATCH AND WARD

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1.0 The System

1.1 The system comprises: Fixed position cameras; Pan Tilt and Zoom cameras; Monitors; Multiplexers; digital recorders; SAN/NAS Storage.

1.2 Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation. No camera will cover any toilet, wash rooms, anti-chambers, and change room which may hinder privacy to any citizen getting access to any private or confidential information.

1.3 Sign will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV Camera installation is in use by mentioning specific words to inform publicly that "You Are Under CCTV Surveillance".

1.4 Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

2.0 Purpose of the system

The system has been installed by the University with the primary purpose of reducing the threat of crime generally, protecting universities premises and helping to ensure the safety of all staff, students and visitors paying respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent
- Assist in the prevention and detection of crime
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
- Facilitate the identification of any activities/incident which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to officials and/or to a member of staff or student against whom disciplinary or other action or proceedings to be followed.
- In the case of security staff to provide management information relating to employee in compliance with contracts of employment
- The system will not be used:
 - To provide recorded images for the world-wide-web.
 - To record sound other than in accordance with the policy on covert recording.
 - For any automated decision taking

3.0 The Security Control Room

3.1 Images captured by the system will be monitored and recorded in the Security Control Room, "the control room", twenty-four hours a day throughout the whole

year. Monitors are not visible from outside the control room.

- 3.2 No unauthorized access to the Control Room will be permitted at any time. Access will be strictly limited to the O/C watch and ward, authorized members of senior management officials, Police officers and any other person with statutory powers of entry.
- 3.3 Staff, students and visitors may be granted access to the Control Room on a case-by-case basis and only then on written authorization from the Registrar in consultation with O/C watch and ward. In an emergency and where it is not reasonably practicable to secure prior authorization, access may be granted to persons with a legitimate reason to enter the Control Room.
- 3.4 Before allowing access to the Control Room, staff will satisfy themselves of the identity of any visitor and that the visitor has appropriate authorization. All visitors will be required to complete and sign the visitors' log, which shall include details of their name, their department or organization they represent, the person who granted authorization and the times of entry to and exit from the center. A similar log will be kept of the staff on duty in the Security Control Room and any visitors granted emergency access.

4.0 Security Control Room Administration and Procedures

- 4.1 Details of the administrative procedures which apply to the Control Room will be set out by O/C Watch and Ward, time to time based on the prevailing situation.
- 4.2 Images of identifiable living individuals are subject to the provisions of the Prevailing Data Protection Act; the Control Room Supervisor is responsible for ensuring day to day compliance with the Act. All recordings will be handled in strict accordance with this policy and the procedures set out in the Procedures Manual.

5.0 Staff

All staff working in the Security Control Room will be made aware of the sensitivity of handling CCTV Camera images and recordings. The Control Room Supervisor will ensure that all staff are fully briefed and trained in respect of the functions, operational and administrative, arising from the use of CCTV Camera.

6.0 Recording

- 6.1 Digital recordings are made using digital video recorders operating in time lapse mode. Incidents may be recorded in real time.
- 6.2 Images will normally be retained for fifteen days from the date of recording, and

then automatically overwritten and the Log updated accordingly. Once a hard drive has reached the end of its use it will be erased prior to disposal and the Log will be updated accordingly.

6.3 All hard drives and recorders shall remain the property of university until disposal.

7.0 Access to images

7.1 All access to images will be recorded in the Access Log.

7.2 Access to images will be restricted to those staff need to have access in accordance with the purposes of the system.

7.3 Access to images by third parties

Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
- Prosecution agencies
- Relevant legal representatives
- The media where the assistance of the general public is required in the identification of a victim of crime or the identification of a perpetrator of a crime
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.

8.0 Complaints

It is recognized that members of University and others may have concerns or complaints about the operation of the system. Any complaint should be addressed in the first instant to the Security Control Room supervisor. If having exhausted the steps set out, the complaint remains unresolved; the complainant may invoke Universities Centralized Complaints Procedure by obtaining and completing a University Complaints Form and a copy of the procedure. Complaints forms may be obtained from the Security Office, and the Registrar's Office.

9.0 Compliance monitoring

9.1 The contact point for members of University or members of the public wishing to enquire about the system will be the Security Office which will be available during the business hours.

9.2 The effectiveness of the system in meeting its purposes will be kept under review and reported as required to the University Authority.

CONTACT:

O/C Watch and Ward
University of North Bengal
wnw@nbu.ac.in

APPROVED BY:

Vice Chancellor, University of North Bengal

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