

CCTV SURVEILLANCE POLICY



PANDIT LAKHMI CHAND STATE UNIVERSITY OF PERFORMING AND VISUAL ARTS ROHTAK (HARYANA)

DATE:



**PANDIT LAKHMI CHAND
STATE UNIVERSITY OF PERFORMING AND VISUAL ARTS
Rohtak-124001, Haryana (INDIA)**

CCTV SURVEILLANCE POLICY:

“CCTV” means closed circuit television which is a reference to camera surveillance systems that capture images of individuals or information relating to individuals. This policy sets out a framework for the application of closed circuit television (CCTV) surveillance systems at PLCSUPVA. It applies to all stakeholders, employees of PLCSUPVA, and general public who may enter PLCSUPVA campus.

OBJECTIVES:

1. Maintain discipline in the University.
2. Increase personal safety of staff, students and visitors.
3. Protect PLCSUPVA property.
4. Assist PLCSUPVA to investigate student and/or staff incidents.
5. Protect property owned by others.
6. Assist to manage PLCSUPVA particularly in health, safety and security sensitive areas.

AUTHORISED PERSONS:

CCTV ADMINIS TR-ATOR	Full system access to all CCTV camera features and programming	Registrar, Director IT/ Incharge IT
CCTV OPERAT OR	Majority system access for all CCTV cameras on their site including some programming ability, live view, playback and export	Incharge CCTV / Outsource Agency

CCTV VIEW ONLY	Live view, playback (no export)	PLCSUPVA University HOD's and Branch Officers On Request/ Demand
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RESPONSIBILITIES:

1. The Director IT will:

- Have overall responsibility for the implementation of this policy.
- Work with University administration and authorised personnel for the administration and implementation of this policy.
- Ensure that designated PLCSUPVA staff is trained in respect of CCTV related matters.

2. The IT Incharge will:

- Redress the grievances/complaints received in relation to CCTV.
- Suggest enhancements or modifications for the betterment of CCTV Cameras.

3. The CCTV Incharge/CCTV Operator will:

- Ensure the smooth working and functioning of the CCTV cameras of the university.
- Report any malfunctioning of the CCTV cameras to Director IT and to get the problem fixed in stipulated time.
- Report any illegal activity.
- Frequently update/crosscheck date and time of all the cameras.
- Maintain a register for daily reports and complaints.

4. The HOD/Branch officer will:

- Ensure the proper working and monitoring of CCTV cameras installed in their respective departments and will report the technical flaws to Director IT.
- Report any illegal activity.

THE SYSTEM

1. The system may comprise, but not limited to, a range of: Fixed position cameras; Pan Tilt and Zoom cameras; Monitors; servers: Storage; network infrastructure and Public information signs.
2. Cameras will be located at various places on the campus, and may be relocated from time to time. CCTV may cover (but is not limited to):
 - 2.1 Roads/Parking spaces/Residential area/Library spaces.
 - 2.2 Hostels/Corridors/Hallways/University Branches/Departments.
 - 2.3 Areas where cash and critical information are stored or handled.
 - 2.4 Areas where staff interact with students and/or the public
 - 2.5 Areas with high risk equipment, chemicals e.g. kitchens, labs, trade training areas
3. No camera will be hidden from view.
4. Signage advising of CCTV equipment will be installed at entry points to the campus.
5. Any staff or student incidents or misconduct detected by CCTV will be handled in accordance with PLCSUPVA Policies and Procedures.
6. The placement of any and all CCTV equipment will not unreasonably intrude on the privacy of individuals.
 - 6.1 For example CCTV will not be used in areas such as bathrooms or changing areas, in Staff rooms.
 - 6.2 CCTV footage will only be viewed by authorised personnel who have first sought permission of the Registrar.
 - 6.3 Footage will be viewed in accordance with the purpose of the cameras as detailed in this policy.
 - 6.4 Authorised persons (mentioned in this policy) may view real time and recorded data that cover areas that they manage, but cannot record or give access to other person without permission.
7. Authorised persons (mentioned in this policy) must apply in writing giving reason(s) why they require real time and recorded data.
8. Any or all cameras will operate 24*7.

CCTV ACCESS, STORAGE AND USE

- 1 CCTV footage is stored on a secure (Storage System) hard drive or similar storage device.
- 2 Access to the server is restricted by PLCSUPVA IT policies
- 3 CCTV footage will record on the (Storage System) hard drive for no more than 30 days before being overwritten in a continuous

recording cycle. Where an incident or suspected incident has been identified, and with the approval of the Director IT or Incharge IT, a portion of the footage is to be retained for that incident.

- 4 Any written request by an individual for a copy of the footage identifying them personally will be referred to the Registrar. An application form is attached for use by staff and students.
- 5 The Controller Security, Director IT/ Incharge IT will allow access only of relevant CCTV footage to:
 - 5.1 Authorised personnel of PLCSUPVA who have requested footage in terms of this policy.
 - 5.2 Law enforcement agency (Police) on written request only.
 - 5.3 Individuals who have formally requested information pertaining to themselves and approved by competent authority.
- 6 When a request for access to the CCTV has been received and if the footage can be located, PLCSUPVA will take measures to ensure the relevant footage is saved.
- 7 The data related to students in any of the case to be supplied is to be decided by the discipline committee depending on nature/gravity of incident.
- 8 The storage device to be provided by the individual if it is required in case of individual.

CCTV Camera Monitoring:

1. Will be looked / Supervised by Incharge CCTV and CCTV Operators.
2. Effective working of CCTV Cameras will be responsibility of Incharge CCTV. He/She will report every malfunctioning in CCTV camera and recording to Director IT without any delay.

COMPLAINTS

1. Any complaint about the CCTV will be received in accordance with PLCSUPVA formal complaints process.
2. Any complaint is to be forwarded in writing to the Chief Security officer/Director IT/Incharge IT, through Registrar.

APPLICATION FORM
(For CCTV Footage Viewing)

Name of person making the request:	
Address:	
Contact Number:	
Email Address:	
Details of image to be viewed:	
Date/Estimated time:	
Location:	
Reason for request:	
Photocopy of Aadhar Card	

NOTE: I acknowledge that the footage provided will only be used within the terms and purposes of the Camera Surveillance Policy and will not be published on the internet or given to newspapers or any other social media.

Signed:

Date:

Signature of Applicant

Registrar, PLCSUPVA