



# **Avicenna International College**

## *AIC Rules and Protocols*

### *R-118*

#### *“AIC CCTV Policy”*

*All AIC Employees, Students, Visitors agree with the Terms  
and Conditions of this Policy  
and are responsible to Fully Implement them.*

## **AIC CCTV Policy Objectives**

1. Avicenna International College implements the accepted use and management of video surveillance systems or any other surveillance technology including CCTV to ensure that Avicenna International College complies with its legal obligations and respect for the individual privacy of its students, staff, contractors, and visitors.
2. AIC maintains internal video surveillance technology to deter and assist in the prevention or detection of crime, monitor security and identify actions that might result in disciplinary action. The images and videos recorded in this manner will be only used and processed by the authorized personnel of AIC. Images or videos may be requested by Police or Court authorities in accordance with the prevailing Hungarian Laws.
3. AIC will post proper signs in and outside the premises to indicate that CCTV is in operation at AIC at all times.
4. AIC will implement all possible efforts to ensure the privacy and personal data protection. However, the videos and pictures taken by CCTV may contain personal data that may be used only for the purposes set out in this policy.

## **Scope and Definition**

1. This policy covers the use of surveillance technologies that record identifiable images of people on AIC premises.
2. CCTV is defined as fixed or adjustable cameras designed to capture and record images of individuals.
3. Surveillance System is defined as any electronic system or device that captures images of individuals or information relating to individuals such as their entrance data to the premises such as time

of entering and exit. This term is used in this policy to refer to any surveillance technology including CCTV. It includes any technology that may be introduced in the future for a similar purpose such as automatic number plate recognition (ANPR), body-worn cameras or aerial surveillance.

4. Avicenna International College considers Threat and Security Risk Assessments as required by European standards and as a result, complies with the requirements for usage of video surveillance and other relevant technologies in order to achieve the following goals among others:
  - a. Deter crime in and surrounding AIC campus,
  - b. Prevent and assist the detection of any crime in and surrounding AIC campus,
  - c. Assist with the identification, apprehension, and prosecution of offenders in and surrounding AIC campus,
  - d. Assist with the identification of actions in and surrounding AIC campus that might result in disciplinary proceedings against employees, visitors, and students,
  - e. Monitor security of AIC campus buildings,
  - f. Identify vehicle movements in and around the campus.

### **Operation of CCTV monitoring AIC Campus and its Surroundings**

1. AIC CCTV system operates 24 hours a day, 7 days a week.
2. Responsibility for the management of the surveillance system is with the ICT department.
3. Surveillance cameras are located at strategic points on the campus, such as at the entrance and exit points.

4. CCTV signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform employees, students, visitors and members of the public that a CCTV installation is in use.
5. The images captured by CCTV will not be used for the world wide web and will not be disclosed to the media. Such images may be disclosed in response to official requests from Police or Court of Law.
6. Access to images recorded will be restricted only to those limited number of personnel who are officially entrusted by the President to review such images when the need arises or for routine checking.
7. On specific order of the President to ICT Department, CCTV recording may be temporarily stopped in specific locations of the campus for justified reasons. For no other reason, CCTV recording can be halted.
8. Unless required for evidential purposes or the investigation of crime or otherwise required by law, recorded images will be retained for no longer than 50 days from the date of recording.
9. At the end of their useful life all images stored in whatever format will be erased securely and permanently.

### **Covert Monitoring**

Covert monitoring may happen when the individuals are not aware of the monitoring is taking place. Covert monitoring will only be justifiable in exceptional circumstances where there are grounds to suspect criminal activity or extremely serious malpractice. If such monitoring is undertaken:

1. It must be with the authorization of the AIC President;
2. The decision to adopt covert recording will be fully documented and will set out how the decision to use covert recording was reached and by whom;

3. It will only be carried out for a limited and reasonable period of time consistent with the objectives of making the recording and will only relate to the specific suspected illegal or unauthorized activity;
4. The risk of intrusion on innocent workers is considered;
5. Areas, where a high level of privacy is expected, remain private;
6. Only limited numbers of people will be involved in the monitoring.

### **Accountability and Responsibility**

1. The AIC CCTV surveillance system is owned by Avicenna International College.
2. AIC President is responsible for approving and reviewing this policy.
3. The Principal is responsible for Data Protection.
4. The Principal is responsible for ensuring compliance with this policy.
5. Authorization for new CCTV camera installations or other installation or use of surveillance technologies is only issued by the President of AIC.
6. ICT Department is responsible for the safe storage of digital data storage. Digital data is not stored in encrypted form but it is located in a safe location.