

# Policy for Student Identification from Security Camera Footage



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## Release Control

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Release Date	Version No:	Details	Released by	Approved by
10.11.23	V1	Student Identification from Security Camera Footage	Capt Anita Ganjoo	Brigadier Steve Ismail

# Student Identification from Security Camera Footage

## Policy Statement

The purpose of this policy is to provide guidelines for the identification of students involved in matters related to discipline and security from security camera footage.

### 1. Purpose and Scope:

1.1. This policy applies to footage from all security cameras and systems deployed on campus to monitor public areas, including but not limited to entrances, lifts, common areas, and parking lots.

1.2. The primary purpose of identifying students from security camera footage is to enhance campus security, investigate incidents, and protect the safety and well-being of the university community.

### 2. Privacy and Data Protection:

Security camera footage containing student data must be securely stored and only accessible to authorized personnel. However, plea of privacy in public spaces cannot be taken to override the need for ensuring collective safety and security.

### 3. Access and Authorization:

Access to security camera footage and the authorization to identify students from such footage should be restricted to authorized personnel, including campus security, designated administrators and individuals approved by Dean of Students.

### 4. Identification

Security camera footage will be used, as and when required, to identify the students involved in any incident as well as ascertain the sequence of events, and other vital information, to facilitate investigation of a complaint. For this purpose, a committee comprising of one male and one female warden and two members of the Student Council (Office bearers) will view the footage and record their findings clearly naming individuals

recognized and any other details relevant to the complaint.

#### **5.Data Retention and Erasure:**

Security camera footage will be retained for a specified period of 20 days after the reporting of the case by security and DS Office. It will be automatically deleted after 20days, unless required for ongoing investigations or legal purposes.

#### **6. Notification to Students:**

Students shall be informed of the presence of security cameras on campus through appropriate signage and the university's privacy policy.

#### **7. Complaints and Reporting:**

A process for students to report concerns or complaints related to employment of security cameras activities will be established, and these complaints will be addressed promptly.

**This policy aims to balance the need for security with the protection of students' privacy rights. It should be communicated to all relevant stakeholders and periodically reviewed to ensure its effectiveness and compliance with legal requirements.**