



The Open University of Sri Lanka

INSTALLATAION OF CLOSED CIRCUIT TELEVISION (CCTV) POLICY

January 26, 2017

INSTALLATAION OF CLOSED-CIRCUIT TELEVISION (CCTV) POLICY

Purpose

The purpose of this policy is to standardize the type of Close Circuit Television (CCTV) cameras owned by the Open University of Sri Lanka (OUSL) and regulate the use of them to monitor property for the purposes of safety and security. The University recognizes the need to balance an individual's right to be free from invasion of privacy and the institution's duty to promote a safe environment for all members of the University community. CCTV cameras have been in use for many years in many Universities and public offices world over, including Sri Lanka, to serve as a deterrent to crime and to assist in the protection of University and public property.

Policy

This policy applies to the use of CCTV and it applies to all personnel, centres and departments of the University. All university departments, divisions, units, etc. using CCTV are responsible for implementing this policy in their respective operations. Authorization of relevant bodies must be obtained prior to the installation or expansion of any CCTV system. Requests for authorization are to be submitted to the Works Engineer and permission shall be granted only upon consultation with the Planning and Development Committee of the University. The guidelines of this policy apply to all CCTV systems currently in use. Non-compliant systems may be taken offline.

Procedures

The primary purpose of CCTV at the OUSL is for the safety and security of students, staff, faculty, and visitors. CCTV systems are maintained for law enforcement purposes. System access is obtained through the establishment of a username and password created by the Information Technology Division. Only the following officers will be granted access to any CCTV system and they shall be responsible and accountable for all decisions and actions (including inactions and omissions) pertaining to their responsibility.

- A. Chief Security Officer of the University or his designated representative.
- B. Vice Chancellor of the University
- C. Registrar of the University.
- D. Designated staff of the Information Technology Division – for the purpose of system maintenance.
- E. Security staff of the university – only for the following reasons:
 - i. Live monitoring of CCTV systems upon request of the Registrar.
 - ii. The investigation of crimes against persons or property.

- iii. To view and on-going emergency
- iv. University personnel, as authorized by the Vice Chancellor or Registrar with a need to know for purposes of compliance with country's laws and regulations or an administrative investigation or proceedings.

Restrictions on CCTV installation and use

- A. The University recognizes the individual rights to privacy
- B. Camera operators are prohibited from viewing office rooms within the university premises
- C. Any camera installed in a residential housing area shall provide no greater view than what is available with unaided vision in common spaces.
- D. Camera operations shall not monitor any individuals in the university
- E. The Security Division will post signage in locations where CCTV is installed stating the following: CCTV SURVEILLANCE SYSTEM IS IN OPERATION.

Recorded images

- A. CCTV will be configured to prevent camera operators from tampering with or duplicating recorded information. Security division will have the ability to duplicate recorded information for investigative purposes.
- B. Recorded video will be stored for a period not exceeding 60 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (criminal and /or civil), administrative (disciplinary) action or other bona fide use approved by the Vice Chancellor or Registrar.
- C. All recordings will be stored in a secure location with access by authorized personnel only.
- D. Any release of recorded messages to be released for viewing as part of a criminal investigation or court proceedings (criminal and/or civil), administrative (disciplinary) actin or other bona fide use shall require the approval of the Vice Chancellor or Registrar.

Disclaimer

The policy is not a guarantee that any camera will be monitored 24 hour a day, seven days a week.

Review and Revisions of Policy

This policy may be reviewed and revised whenever deemed necessary.