



CCTV - Surveillance and Data Protection Policy

Preamble:

The CCTV Policy is established in alignment with the applicable laws governing electronic surveillance in India, including the Information Technology Act of 2000, Data Innovation Rules (2011), the Information Technology Rules (2021), and the Right to Privacy and Data Protection Bill (2019), to ensure the security and safety of the university community by monitoring key areas within the campus. The policy aims to deter potential incidents, provide a secure environment, and respect the privacy of individuals.

1. Purpose of the CCTV Policy

- **Safety and Security:** The primary goal is to enhance the safety and security of students, faculty, staff, and visitors by monitoring designated areas.
- **Incident Deterrence and Investigation:** CCTV footage may help deter theft, vandalism, harassment, and other prohibited activities, as well as assist in investigations if incidents occur.
- **Access Control:** CCTV can aid in managing access to restricted areas within the university campus.

2. CCTV Installation Locations

CCTV cameras will be strategically installed in public and high-traffic areas, such as:

- Entrances, exits, and reception areas
- Hallways and corridors
- Parking lots
- Common areas, such as cafeterias, libraries, and auditoriums
- Laboratories or areas containing valuable equipment

Important: CCTV cameras will not be installed in areas, such as restrooms, changing rooms, washrooms, girl's common rooms or individual offices, to respect privacy.

3. CCTV Monitoring and Access

- **Monitoring:** Cameras are monitored by authorized security personnel, either in real-time or through periodic review of recorded footage.





ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

- **Access to Footage:** Only authorized personnel, including officers and certain administrators, have access to CCTV footage. Unauthorized access or use of footage is strictly prohibited.
- **Data Retention:** Footage is stored for a specified period (30 days) unless required for an investigation. After this period, footage is securely deleted or overwritten.

4. Privacy and Data Protection

- **Compliance with Privacy Laws:** The CCTV policy complies with data protection and privacy laws. Footage will not be shared externally except with law enforcement, when required by law.
- **Restricted Use of Footage:** CCTV footage is strictly for security purposes. It will not be used for monitoring daily activities, assessing academic or work performance, or for any unauthorized purpose.

5. Responsibilities and Compliance

- **Policy Enforcement:** The CCTV Department is responsible for enforcing the CCTV Policy and ensuring that CCTV equipment is properly maintained and monitored.
- **Handling Complaints:** Any complaints regarding CCTV use should be directed to the CCTV Department, which will address concerns according to policy guidelines.
- **Policy Violation:** Unauthorized use or access of CCTV footage may lead to disciplinary action according to university regulations.

6. Notification and Awareness

- **Signage:** Clearly visible signs indicating CCTV presence are placed at monitored locations to inform individuals on campus.
- **Policy Awareness:** The University ensures that students, faculty, and staff are aware of the CCTV Policy through orientations and regular updates.

7. Review of the CCTV Policy

- **Regular Review:** The CCTV Policy is periodically reviewed to ensure compliance with legal standards and to adapt to any changes in campus security needs.

The University CCTV Policy establishes a framework for the responsible use of CCTV to enhance campus safety and security. By balancing security needs with respect for individual privacy, the policy aims to create a secure and welcoming environment for all members of the university community.

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Registrar
Atmiya University
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