GA 30. Surveillance Policy

Title:	**Surveillance Policy and Procedure**
Policy Number:	GA 30/07.18
Effective Date:	July 24, 2018
Issuing Authority:	Office of the President

1. RATIONALE

RHU operates a video-surveillance system to prevent, deter and manage, and investigate safety and security incidents as well as for the protection of persons, property and documents against theft, intrusion, assault or any other threat. The video-surveillance system complements other typical security and access control purposes by monitoring specific areas and events. It forms part of the measures to support broader RHU security policies.

2. Policy

No one is allowed to get access to or to view the content of the cameras recordings and live streaming other than the surveillance system administrator and the higher administration.

Students must contact the Student Affairs Office in order to request retrieving cameras recordings in case of any occurring incident. Accordingly, the student affairs department contacts the IT CSS Department to complete the request.

Faculty and staff cameras recording retrieval requests should be submitted to the IT CSS Department and then approved by the higher administration before being processed.

Guidelines

➢ Incidents that require cameras recording retrieval should be reported as soon as possible after their occurrence.
➢ Recordings can be retrieved only if the required incident date and time is within the archiving period kept for RHU surveillance cameras system.
➢ Retrieving cameras recording may take up to 2 working days according to the complexity of the case and the specified time frame.
➢ Students are not allowed to contact the IT department in the purpose of discussing or investigating about the content of the extracted recording. The Student Affairs Office is considered their reference concerning this matter.

3. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of each RHU student and staff member to familiarize themselves with policies and procedures relevant to their area of work, and execute their responsibilities in reviewing petitions and completing forms accordingly.

4. RELATED DOCUMENTS

IT Manual

5. APPROVAL AND REVIEW

OFFICER RESPONSIBLE: VP for Development and Information Technology

AUTHORITY: University Administrative Board

POLICY REVIEWED BY: VP for Development and Information Technology, Client Support and Services Supervisor

EFFECTIVE DATE: July 24, 2018

REVIEW DATE: As needed

REVISION HISTORY: None.

RELATED POLICIES: All University Policies and Procedures

FINAL APPROVAL BY THE PRESIDENT:

Signature:

Date: