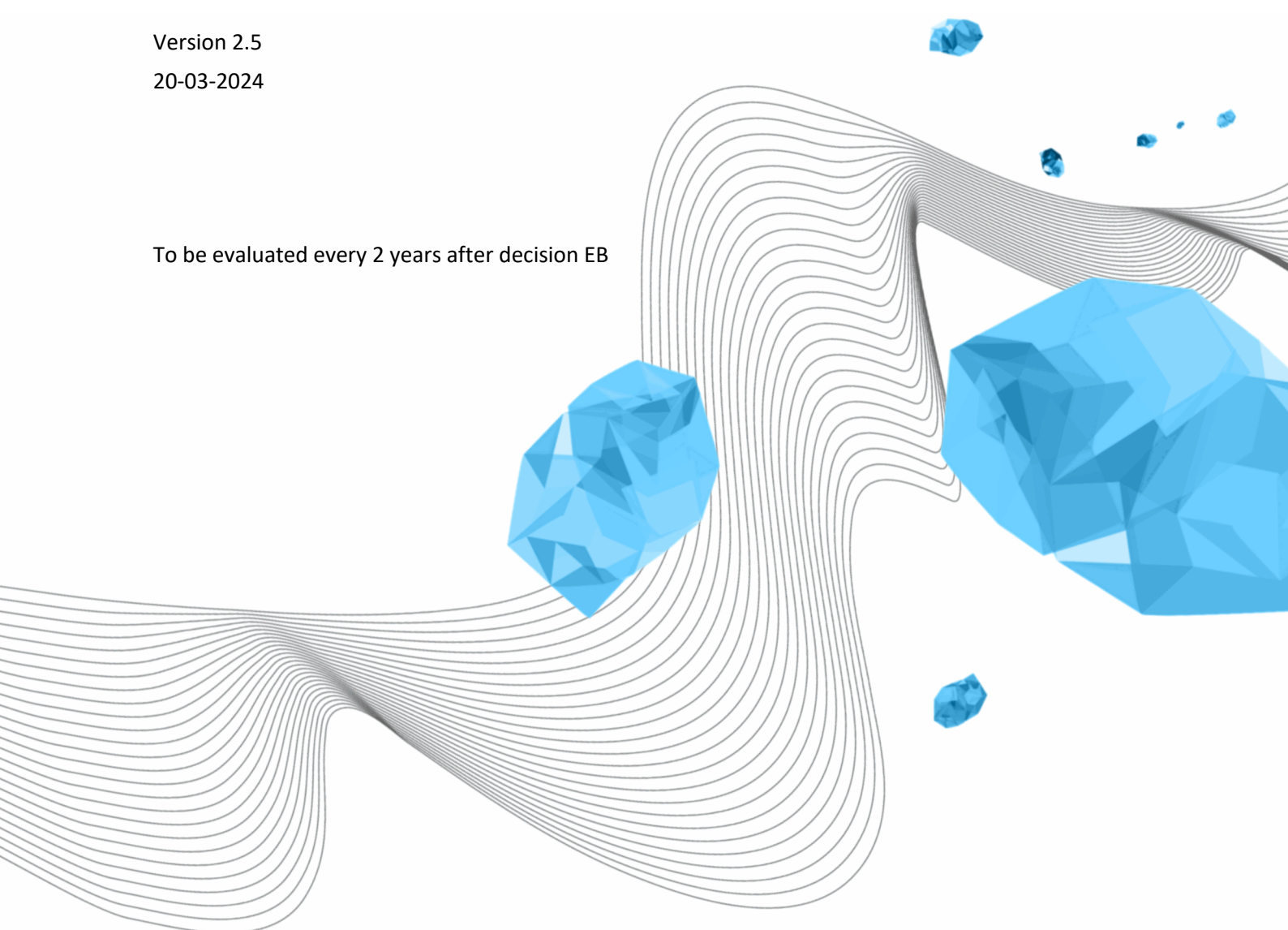


# CAMERA SURVEILLANCE REGULATIONS

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# CAMERA SURVEILLANCE REGULATIONS

## ARTICLE 1 TERMS AND DEFINITIONS

In these Regulations the terms below are defined as follows:

- a. Administrator: the employee designated by the Executive Board who is responsible for the establishment, management and supervision of the Camera Surveillance. In the present case: the Campus & Facility Management (CFM) Director.
- b. Data Subject: the person to whom certain Personal Data relates. In the present case, that could be, for example, an employee and/or a student of the University of Twente (hereinafter referred to as 'UT') and/or a visitor to UT's buildings and/or campus grounds.
- c. Camera Image: the camera image obtained by Camera Surveillance.
- d. Camera Surveillance: surveillance using cameras, which may involve the processing of Personal Data as referred to in the General Data Protection Regulation (GDPR).
- e. CFM: the Campus & Facility Management service department.
- f. Executive Board: the Executive Board (the competent authority) of UT.
- g. Functional Administrator: the person designated by the CFM Director, responsible for the technical management, installation and connection of cameras and the recording of image information. For more information about and contact details of the Functional Administrator, please contact the CFM Director.
- h. Incident: a perceived undesirable and/or criminal offence, accident or other event that calls for investigation and/or enforcement and/or criminal prosecution.
- i. Integral Security Manager: the person responsible for the realisation and implementation of UT's integral security policy. Hierarchically, this person falls under the General Affairs service department and has a direct reporting line to the President of the Executive Board.
- j. Personal Data: any information relating to an identified or identifiable natural person (the 'Data Subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more elements characterising the physical, physiological, genetic, psychological, economic, cultural or social identity of that natural person; In the present case, this involves Camera Images.
- k. Regulations: these Camera Surveillance Regulations.
- l. Secretary: the senior official advisor to the Executive Board.

## ARTICLE 2 PURPOSE AND SCOPE OF THESE REGULATIONS

1. These Regulations apply to Camera Surveillance on campus, which means that any person (such as students, employees and third parties) who is in the buildings or on the campus grounds of UT (Data Subjects) may be subject to Camera Surveillance. These Regulations only apply to cameras managed by CFM that have Camera Surveillance as their purpose.
2. The deployment of Camera Surveillance, and the use of the Camera Images, is carried out exclusively for the following purposes:
  - a. protecting the health and safety of Data Subjects;
  - b. the security of UT buildings and campus grounds, and access to them, including keeping unwanted visitors out;

- c. the guarding of items located in buildings or campus grounds;
- d. the recording of Incidents.

## ARTICLE 3 TASKS AND RESPONSIBILITIES

1. The Camera Surveillance is carried out under the responsibility of the Executive Board.
2. In deploying Camera Surveillance, the degree of invasion of the privacy of Data Subjects was weighed against UT's interest in using Camera Surveillance. This takes into account whether the objectives listed in Article 2(2) could be achieved in a less intrusive way. A data protection impact assessment (DPIA) has also been carried out.

The following have access to the recorded Camera Images:

- The head of UT's security department or their deputy;
- The Administrator and the Functional Administrator;
- In case of Incidents, if necessary: the UT Secretary, Integral Security Manager, and any mandated and legal support person of UT;
- Third parties in cases described in Article 6 of these Regulations.

Access to live Camera Images is available to all security staff designated by the head of UT's security department and all service desk staff.

3. The CFM Director ensures compliance with these Regulations as well as the accuracy of the data collected.
4. The CFM Director ensures appropriate technical and organisational measures to prevent the loss or unlawful processing of Personal Data. These measures ensure a level of security appropriate to the risks represented by the processing and the nature of the data to be protected, taking into account the state of the technology and the cost of implementation.
5. Officers who, by virtue of their position, become acquainted with Camera Images (see paragraph 2), will treat the knowledge acquired as a result of the Camera Surveillance with confidentiality and integrity, in particular with regard to the privacy of Data Subjects, all this in accordance with the provisions of Articles 1.8 (behaving as a good employee) and 1.16 (confidentiality) of the Collective Labour Agreement of Dutch Universities 2022 or similar provisions in any subsequent Collective Labour Agreements.

## ARTICLE 4 RECORDING AND USE OF DATA

1. Camera Surveillance is in place in UT buildings and on the campus grounds. This is clearly indicated to visitors by signs and/or stickers at the access roads to the campus grounds and the entrance doors of UT buildings.
2. Camera Images are retained for four days and automatically deleted unless there is an Incident.

## ARTICLE 5 INCIDENTS

1. The Camera Images can be analysed for the purpose of further investigation of an Incident.
2. The relevant Camera Images will be retained for as long as necessary in the context of further investigation and any measures to be taken against a Data Subject.

3. In case of a reasonable suspicion or presumption of an unauthorised act, temporary hidden cameras may be used without informing Data Subjects in advance. Data Subjects will be informed afterwards. Before proceeding with the deployment of hidden cameras, a balance of interests will be made between UT's interest on the one hand and the impact on the privacy of Data Subjects on the other. This balancing of interests will in any event involve the Secretary of UT and the head of the security department. They may be assisted by others if appropriate. In certain cases the police may be involved. The consideration made will be recorded by UT.

## ARTICLE 6 SHARING CAMERA IMAGES WITH THIRD PARTIES

1. Law enforcement agencies, such as the police, examining magistrate, public prosecutor or assistant public prosecutor, can demand Camera Images on the basis of a legal foundation. In such cases UT is obliged to provide these Camera Images.
2. When there is a crime or offence or a reasonable suspicion thereof and it is deemed necessary by the head of the security department to share Camera Images with law enforcement agencies, UT may decide to share Camera Images with these agencies of its own accord. Before UT shares the Camera Images, a balance of interests will be made between UT's interest on the one hand and the impact on the privacy of Data Subjects on the other. This balancing of interests will in any event involve the head of the security department and the CFM Director and, where appropriate, the Integral Security Manager.
3. When there is an Incident or the sharing of the Camera Images is deemed necessary to contribute to safety (or the feeling of safety) on UT campus grounds and in UT buildings, UT may decide to share Camera Images with this third party at the request of third parties, including the housing association (which owns, amongst other things, student residences on the UT campus grounds). Before UT shares the Camera Images, a balance of interests will be made the interest of UT and/or the third party on the one hand and the impact on the privacy of Data Subjects on the other. This balancing of interests will be recorded. This balancing of interests will in any event involve the head of the security department and the CFM Director and, where appropriate, the Integral Security Manager.

## ARTICLE 7 RIGHTS OF DATA SUBJECTS

1. Every Data Subject has in principle, amongst other things, the right of inspection, the right to rectification and the right to deletion with regard to the Camera Images concerning them that have been stored. The applicable laws and regulations provide the frameworks within which UT is or is not required to honour such requests.
2. If a Data Subject wishes to exercise any of these rights a request should be made in writing or by email to the CFM Director. A response to a request will in principle be given within one month of receipt of the request. If it proves impossible to process the request within one month, the applicant will be informed of this.

## ARTICLE 8 COMPLAINTS

1. Acts in breach of these Regulations may, depending on the nature and seriousness of the breach, be subject to measures or sanctions in accordance with UT's Complaints Procedure. In case of unlawful action by a Data Subject or Data Subjects, a report will be made to the police.
2. If a Data Subject has a complaint about the processing of their Personal Data, the Data Subject may file a complaint with the Data Protection Authority.

## ARTICLE 9 FINAL CONSIDERATIONS

1. In all cases not covered by these Regulations the Executive Board will decide, within the framework of the General Data Protection Regulation and after consulting the CFM Director and the director of the Human Resources service department.
2. For questions regarding these Regulations, please contact the CFM Director or the UT Data Protection Officer ([dpo@utwente.nl](mailto:dpo@utwente.nl)).