

## **UBSN CCTV usage policy:**

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CCTV cameras are used at UBSN to ensure the safety and security of its users. They can monitor access to sensitive areas, enhance safety by identifying hazards, and allow for reporting of violations of laboratory regulations. However, it is important to implement CCTV responsibly, with appropriate safeguards in place to protect individual privacy. Footage should only be used for its intended purposes, thus, UBSN has a usage policy in place to ensure that the cameras are used ethically and effectively:

1. CCTV footages are recorded continuously, 24 hours a day, 7 days a week, in video file blocks of 60 minutes, until storage is full.
2. When storage is full, the oldest recording is set to be replaced automatically with the newest.
3. Due to the variation in video file sizes, the recording history is not fixed by an exact number of days. Instead, it is limited by the size of storage available. The retention length of CCTV footages should be at least 30 days and no longer than 180 days.
4. Only equipment Scientific Officers or specified staff AT or ABOVE band 5 can be granted access to CCTV footages.
5. All access to footages (including but not restricted to viewing, backing-up, downloading, and capturing) must be carried out via devices using campus network, and adhere to a need-to-know basis policy.
6. If in case of receiving footage access requests from any non-UBSN personnel:
  - a. Requestors must submit a formal written request to UBSN e.g. by email.
  - b. Requests must include requestor's contact info, request reason and specify timestamp and length of the footage they intend to request.
  - c. Request applications will be reviewed. Rejection or approval of such is at the discretion of the Director of UBSN.
  - d. In case of approval, depending on the nature of the request, one of two types of footage access may be given:
    - i. Proxy investigation- UBSN staff will review in place of the requestor, and provide an answer to the requestor's concerns mentioned in the request after the investigation.
    - ii. Supervised investigation - UBSN staff will prepare the footage within the specified timestamp and length mentioned in the request, and invite the requestor to a UBSN-designated computer station to review the footage.