

**PEC UNIVERSITY OF TECHNOLOGY**  
**SECURITY POLICY (Draft)**

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## **Introduction**

PEC University of Technology is situated in Sector 12 of Chandigarh city beautiful and consisting of many Academic buildings, residential area, shopping complex, Sports complex etc. set within beautifully landscaped campus within almost no crime area.

There are approximately 3,000 students and 1000 staff at the University plus numerous visitors to the campus daily. There are separate car & two wheelers parking for staff, students and visitors at the campus during day time.

Open access to PEC campus is an essential ingredient of academic life but is not without risks. Some security measures are therefore necessary to maintain a safe and secure environment for our staff, students and visitors.

To enhance the feeling and/or perception of security the PEC University will develop and apply security controls, and procedures which will be widely published. Security is not intended to be a hindrance to academic activity. It is an essential ingredient for the safe and efficient operation of the PEC University of Technology.

This Security Policy applies to all staff, students, visitors and contractors and seeks to formalize a cohesive and integrated approach to security throughout the PEC University of Technology.

## **Policy Statement**

The PEC University of Technology will endeavor to ensure, as far as is reasonably practicable, the personal safety and security of all students, staff and visitors at PEC campus and PEC University of Technology controlled buildings.

The Estate and Works Department is responsible for the effective operation and enforcement of the Security Policy and Procedures.

**Students, staff and visitors to the campus must also take responsibility for their security and personal safety. In particular, students, staff, visitors and contractors should assist the Security Service to ensure the success of the Policy.**

**Whilst minor breaches of the Policy may be dealt with informally, serious or repeated breaches will invoke disciplinary action.**

Unless otherwise specified, reference to 'PEC' in this document refers to PEC University of Technology, Sector 12 Chandigarh.

## **Responsibilities**

**Security Service** will support the Security Policy by adopting a proactive approach to minimise crime and incidents and their effects on the PEC University of Technology, staff, students and visitors. The Security Service will ensure the response to incidents is well managed by being responsive, effective and efficient. The Security Service will listen and care for our stakeholders and promote a safe and secure work and study environment.

It is in the interest of the PEC University of Technology that members of the PEC community report to the Security Service as promptly as possible any activity that appears to be criminal in nature.

**Estate Officer** will ensure that support and resources are available to the Security Service for the implementation of the Security Policy. Necessary measures to improve security in essential areas should receive priority consideration. Where appropriate, specific training to achieve acceptable standards of operation will be supported and properly resourced. And will ensure overall development and planning of security strategy, policies and procedures and oversee the operation of the Security Service. Other responsibilities will include, but are not limited to the investigation of serious crime, breaches in security and advising on student disciplinary matters; provision of expert and impartial up-to-date advice, staff and student inductions, transport, liaison with police, emergency services and local authorities; management of the University fire detection systems, Security staff and CCTV systems; implementation of University Car Parking Policy.

**In charge Security** will ensure the day-to-day management and execution of the Security operation and monitoring of all policies and procedures to ensure their continued effectiveness, training of staff and investigation of crime.

**Security Supervisor/ Security Guard:** Verifying the visitors/ vendors/ checking of outsider's vehicles. Ensuring the entry of authorized vehicles only. Issuing visitor's pass/ permits. Keeping record of vehicle passing through PEC Univ. gates. Parking of vehicles. Opening and closing of main gate and class room building. Maintaining a log of students working in labs. after normal working hours. Switching on/off tube lights. Maintaining a

register of non-hosteller student and visitor who are staying over-night. Checking of students bags any prohibited material. Stopping Trespassing of outsiders.

**Heads of Academic and Non-academic Departments** have a key role in promoting security within their area. It is recognised that Heads of Department may wish to delegate responsibility for the routine involved in these tasks to a nominated individual in their Department but the overall responsibility for security matters will remain with the Head of Department.

**Staff:** All staff must ensure and adhere to the University Security Policy, paying particular attention to those issues which are relevant to their activities. They must also co-operate with requests from the Security Service, especially in emergency or evacuation situations.

**Students:** They must follow security procedures designed to protect University property, in particular regulations governing access to computer rooms or areas with other public use equipment. Students must co-operate with requests from the Security Service, especially in emergency or evacuation situations and in relation to security procedures.

**Student Invited Overnight Visitors** (including family and friends) are the general responsibility of the host. The host should ensure the visitor(s) are guided to follow security procedures and policy designed to protect the University. The host is to book overnight visitors in and encouraged to ensure compliance, particularly in emergency situations.

**General Visitors:** (including conference delegates and external event attendees) have a general responsibility to look after the University facilities whilst on campus and to give due consideration to security issues. In particular they must follow security procedures designed to protect University property and where issued, carry their visitors pass at all times It is the responsibility of the host to ensure all visitors are informed and comply with the University Security Policy, particularly in emergency situations.

## **SECTION 1 – CRIME PREVENTION**

### **1.1 SECURITY AWARENESS**

Proactive crime prevention and security awareness will help to ensure a safe, secure environment, enabling work and study to continue with the minimum amount of disruption. Staff and students should make every effort to counter the threat of crime which is laid out as under (See 1.1.1):

### **1.1.1 Crime Prevention**

- i. All suspicious activity should be reported immediately.*
- ii. Personal valuables are locked away or placed out of sight or kept on the person, and personal property is never left unattended.*
- iii. Windows in ground floor offices must be closed and secured on departure where locks are fitted. Curtains or blinds in these rooms should be closed at dusk and lights (except security lighting) should be turned off when leaving.*
- iv. Laptops and other portable IT/AV equipments are locked out of sight when not in use, particularly overnight, in open areas.*

## **1.2 INCIDENT REPORTING**

Incident reporting is crucial to the identification of patterns of criminal activity. It permits investigation and recommendations to be made to prevent a recurrence. Comprehensive reporting of incidents provides an accurate picture of the level of crime throughout the University and thus ensures that adequate resources are provided to combat that crime which contributes to the success in the PEC's fight against crime. All incidents of a security nature should be reported and managed as described below (See 1.2.1):

### *1.2.1 Incident Reporting*

- I. All security incidents should be reported to Security Reception at Auditorium on ext 3032 (24 hours) or Gate No 2 at 3031(24 hours).*
- II. All reported incidents will generate an incident report and will be forwarded to OI Security who will forward for appropriate action.*
- III. All suspected criminal offences will be reported to the Police.*
- IV. All emergency Police involvement on campus is to be notified to the Chairman E&W and Incharge PEC Security to enable effective PEC management of any subsequent actions on PEC premises.*

- V. *Security Services should be informed as soon as possible when emergency services are requested to PEC University of Technology.*
- VI. *Suspicious behaviour–Staff, students and visitors should not place themselves in a vulnerable or confrontational situation if they observe suspicious behaviour. More important is to make a mental or written note of a description, direction of travel, what suspicious acts have been witnessed and any other information which may help Security identify and locate the individual(s). That information should be provided to Security as soon as reasonably possible. Each situation of this type will be different and it is at the discretion of the individuals concerned as to what action they wish to take, but at no time should they put themselves at risk.*

### **1.3 CRIME INVESTIGATION**

All crimes which occur on PEC premises will be investigated appropriately to prevent re-occurrence and help crime prevention. The Incharge PEC Security or other members of the Security Service as delegated will carry out internal investigations of security related incidents, producing written reports for circulation where necessary.

## **SECTION 2- PERSONAL SECURITY**

Whilst it is the responsibility of the Security Service to provide a safe and secure environment, it is the responsibility of all those on PEC University of Technology premises to take all reasonable measures to **ensure their own personal security**.

### **2.1 STAFF AND STUDENTS**

The Security Service will provide security briefs that staff and students are expected to attend during an induction/orientation period. Staff and students should be made aware of security advice notices/publications and further advice as given below (See 2.1.1):

#### **2.1.1 Security Advice**

- a. *Staff, students and visitors should try to avoid walking on their own in the*

*dark and should familiarise themselves with any late night transport arrangements provided. Keep to well-lit and busy streets, avoid pedestrian underpasses, and use designated safe walking routes where available.*

- b. Be aware of people when using cash and preferably draw out money from ATM.*
- c. Do be suspicious of e-mails or phone calls requesting too much personal information and destroy papers carrying bank or credit card details. Identity theft is on the increase.*
- d. Keep a record somewhere safe of plastic cards details and the serial and model numbers of your expensive electrical/electronic equipment.*
- e. Mark your possessions with a UV pen.*
- f. Do try to avoid using your mobile in isolated places.*
- g. Texting can distract you from what is happening around you. When you are out and about switch your mobile to vibrate mode rather than a ring tone.*
- h. Consider installing security software on your laptop and always carry it hidden inside a sports bag rather than in its own obvious case.*
- i. Immobilise your car or lock your bike whenever you leave it even for a few minutes. Moving between PEC buildings - students and staff should make themselves aware of their surroundings and of other people when walking between buildings. Try to avoid poorly lit or isolated areas and where possible, walk with other members of staff or students. Report any deficiencies in lighting on PEC buildings through the Security Helpdesk (275 3032 or 275 3031) so that remedial action can be taken where appropriate.*
- j. Reporting suspicious activity is extremely important to Security Staff in helping to prevent and detect crime against the University.*
- k. If staff or students are faced with threatening or abusive behaviour, stay calm, avoid raising your voice and the use aggressive body language such as finger pointing/wagging. Call for assistance from colleagues and/or Security Staff.*

## **2.2 CONTRACTORS AND VISITORS**

All contractors who make use of and work on PEC property have a general responsibility to give due consideration to personal security issues. In particular they should follow security advice and procedures designed to protect them whilst on PEC property. A visitor's host or project manager/in charge/SDE has the responsibility to ensure security advice and procedures are made readily available. Contractors must obtain pass/ permit from PEC Univ. Estate office to work in PEC campus.

## **SECTION 3 – ACCESS AND IDENTITY CONTROL**

### **3.1 IDENTIFY CARDS**

All staff and students are issued with a PEC University of Technology card which is used as an identity card, access card and a Library membership card. **The card is non-transferable and may only be carried and used by the individual to whom it was issued.** Staff and students should carry their card with them at all times when on PEC property and must show their card to Security Staff on request. Loss of identity cards must be reported to Dean Student Affairs and security as soon as possible. Overnight visitors, long term visitors (beyond five continuous working days) and contractors will be issued with a 'security visitor's pass at main Security Reception (near Auditorium) which must be carried at all times while on PEC property (**see 3.1.1 hereunder**). Security will reserve the right to establish the identities of all persons on PEC University of Technology estate and detain any issued identity card or pass following an incident on campus. PEC University of Technology identity cards will be forwarded to an Dean Students Affairs for student issues and retained by the OI Security for staff, visitor and contractor issues and reissued via departments or PEC administration if deemed appropriate.

#### **3.1.1 Access Control for Visitors and Contractors**

*1. Long term visitors (beyond five continuous working days) and Contractors will be issued with a 'security visitor's pass' at Security Reception near Auditorium. The member of staff or student responsible for the long-term visitor/contractor will ensure that the visitor/contractor collects or return the pass when signing in or out of the PEC University of Technology.*

*II. Contractors on site for more than a week (five days) will be issued with a 'PEC Contractor' pass. Arrangements for these cards are to be agreed in advance by the Contractor or SDE/ Project Manager and Chairman E&W/OI Security. The 'PEC Contractor' pass must be displayed at all times whilst on PEC premises.*

### **3.2 ACCESS CONTROL**

Access Control Systems operate in some areas. Card controlled barriers/doors are an effective method of preventing unauthorised access and the security strategy will move towards expansion of access control systems throughout the PEC University of Technology. Access cards will be regarded for security purposes the same as a key. Cardholders must safeguard their card and report any loss to the DSA and Security team as soon as possible (**See 3.1.1 above**).

### **3.3 PEC CORE WORKING HOURS**

Core working hours are defined as Monday to Friday 8 a.m. to 6 p.m. excluding public holidays. If work needs to be done or continued outside those hours and you feel at risk, the Security Service should be informed.

Access to the PEC University of Technology outside core working hours will be in accordance with the process set out in the lone working policy. (**See 3.1.1 above**).

### **3.4 CONTROL OF LOCKS & KEYS**

Any requests for locks and keys for new premises, refurbishments and replacements will be in consultation with the Chairman E&W and Incharge PEC Security.

Security carries out duties over 24hrs, 365 days per year and requires access to all areas especially in emergency situations. Any request made by Security for keys (or access to keys); any others means of access, must be granted in order that emergencies can be dealt with immediately. In exceptional circumstances certain restrictions may apply to sensitive areas (research) but agreement will be achieved between interested parties regarding access in any emergency situation. (**See 3.4.1 hereunder**).

#### **3.4.1 Control Protocols**

### **Staff**

- I. *All applications for new keys should be made via a request to the Chairman E&W and HOD.*
- II. *All issues of keys by Security will be subject to satisfactory fulfillment of criteria to ensure need, use and availability.*

### **Contractors**

- I. *Contractors' access to PEC buildings will be strictly controlled by the Security Service according to agreed access control procedures*

### **Student Room Keys**

- I. *Student room keys are the responsibility of the student to whom they were issued and may not be transferred or used by anyone other than the person who signed for them.*

### **General**

- I. *All losses of staff keys must be reported immediately to the Security Service.*
- II. *Persons leaving the PEC are to return their keys direct to the issuer as appropriate. They should not pass keys directly to their replacement.*
- III. *Any loss of master or sub-master keys will be the subject of an inquiry. If loss of master or sub master keys is suspected to have arisen through negligent action by a member of staff, then an investigation under the appropriate Disciplinary Procedure should be undertaken. Further disciplinary action may be taken if appropriate, following the completion of the investigation.*

## **SECTION 4 – PROTECTION: EQUIPMENTS/ DOCUMENTATION**

### **4.1 SECURITY OF EQUIPMENTS**

The safekeeping of all property will help to ensure that the maximum amount of equipment is available for use at all times. Students and staff are to make all possible efforts to ensure that all equipment is protected from the possibility of theft or damage as described hereunder (See 4.1.1):

#### **4.1.1 Security of Equipments**

- a. *All computer/AV equipments should be secured dependent on its use.*
- b. *The physical protection of IT and AV equipments is important on and off campus.*

*Equipment used in departments must be managed to reduce the risk of the equipment being damaged, stolen or accessed by unauthorised persons.*

- c. All valuable portable IT and AV equipments such as laptops & PDA's must be locked away out of sight when not in use, especially overnight.*
- d. All valuable equipments should be marked using the appropriate identification method (i.e. UV pen, Smartwater etc).*
- e. Suspected thefts of equipments should be reported promptly to the HOD/Chairman E&W/Incharge PEC Security.*
- f. Heads of Departments are responsible for maintaining inventories for all equipments and furniture in their respective departments.*

#### **4.2 SECURITY HARDWARE**

Installation of CCTV, intruder alarms or access control systems on PEC property will only be undertaken following consultation with the Director and the Chairman E&W who will advise on equipment, installers and security response. Where CCTV is installed, the requirements of the PEC's Data Protection Policy and of the IT Act if any must be adhered to.

#### **4.3 HEADED PAPER AND STATIONERY**

Pre-printed headed paper and other stationery displaying the PEC logo, staff names and telephone numbers should be locked away when not in use.

#### **4.4 DATA PROTECTION**

The data of living persons must be protected and staff should handle personal data in accordance with the PECs Data Protection Policy and the IT Act if any. Staff should ensure that they are aware of PEC policy in this area and of the sources for further advice.

#### **4.5 PROTECTING INFORMATION ASSETS**

Maintaining the security of computers and related equipment is vital to the PEC University of Technology. Computers are prime targets for theft; they are easily disposed of and have a high value. The theft of a computer may also lead to delays in PEC

processes, the loss of important data and disruption to learning and teaching.

Damage of this type is not inevitable and by being aware of simple security measures and observing them, the chances of loss and damage can be minimised. Information on how to protect data and the equipment on which the data is processed may be obtained for PEC Computer Centre.

#### **4.6 CONFIDENTIAL WASTE**

It is the responsibility of the Departments requesting disposal through the Chairman Estates and Works to ensure confidential material is secured at all times until collected.

### **SECTION 5 – ASSET PROTECTION**

#### **5.1 CONTROL OF CASH**

Security discourage the storage of any large amount of cash (Rs.10.000/- or over) on PEC premises outside appropriate secure rooms. Cash kept on PEC premises must be held in accordance with the PEC's Finance Policy if any.

#### **5.2 SECURITY OF ACADEMIC BUILDINGS**

It is the responsibility of the Security Service to secure the external entrance/exit door to each academic building outside core working hours. This will be through electronic or manual methods.

#### **5.3 SECURITY IN THE OFFICES**

It is the responsibility of all staff to secure their own office space as laid out hereunder(See5.3.1):

##### **5.3.1 Security in the Office:**

***At the end of the working day, staff must ensure that:***

- a) Valuables and confidential documents (laptops, exam scripts, research data, personnel files etc.) are locked away with keys secured in key cabinets or taken home.*
- b) Any departmental keys that have been issued during the day have been returned and*

*any losses reported immediately.*

- a. A 'clear desk policy' is maintained where possible to ensure confidential documentation is locked out of sight.*
- c) Doors and windows are closed and locked as appropriate.*
- d) Ground floor curtains and blinds are closed with any items on windowsills, which hinder closure, removed and lights turned off.*
- e) Intruder alarms (where installed and a local responsibility) are set.*
- f) PCs are switched off or password protected when not in use to prevent unauthorised access to information.*

## **5.5 DRUGS AND ILLEGAL SUBSTANCES**

All suspicions of the handling or using of controlled or illegal substances should be reported to the Chairman E&W and Incharge Security in the first instance, so that appropriate investigation and consultation with PEC authorities may take place. Departments which hold substances that might constitute a security or safety risk should contact the Medical Officer and the Chairman E&W for advice on best practices.

## **5.6 LOST AND FOUND PROPERTY**

All lost and found property should be handed over to the PEC Security Service at main Security Reception (near Auditorium). When property is handed over, the date/time, finder's name, department and contact details will be recorded. If the property is not returned to the owner or left unclaimed for more than 3 months, the property will be destroyed. A guide to dealing with lost and found property is detailed hereunder (See 5.6.1):

### *5.6.1 Lost and Found Property guide*

- a) All PEC lost and found property will be logged by Security Reception near Auditorium and then collected and stored by the Chairman E&W and Incharge PEC Security as soon as practical.*
- b) All unclaimed articles will be held for a minimum of 90 days. After 90 days all articles will be destroyed. Found cash will be donated via local charity boxes. Articles of a personal nature such as credit cards or driver's licenses will be*

*destroyed (shredded) and disposed of in a non-compromising manner.*

- c) Destruction of items will be recorded by Chairman E&W and Incharge PEC Security and counter signed by the Registrar.*
- d) Any person(s) reclaiming items will need to offer a full description and evidence that the item to be reclaimed is their property. All reclaimed must be signed for.*
- e) The finder of lost property must advise Security if they intend to claim the property if the rightful owner does not.*

## **SECTION 6 – PARKING (cars, motorcycles, bicycles)**

### **6.1 PARKING**

Parking on PEC property, including the parking of cars, motorcycles and bicycles, will only take place in recognized and designated parking locations and requires an appropriate permit/sticker to be displayed. A guide to parking and permit/sticker requirements is laid down as under (see6.1.1):

#### **6.1.1 PARKING**

##### ***a) Vehicle Parking Staff***

*Parking is available to staff and all cars must display a valid PEC parking permit/sticker issued by security. Stickers are available from PEC Univ. Estate office and at Security Reception near Auditorium.*

##### ***b)Car Parking for Students with Mobility Limitations on A Temporary Or Permanent Basis***

*Parking for students with mobility limitations on a temporary or permanent basis is available. Cars will display appropriate PEC permit available from security. All applications for this type of pass will be via the Dean Students Affairs office.*

##### ***c) Student Parking During Core Working Hours 0700-1800hrs***

*No parking is offered to students at Administration and various academic blocks and main auditorium parking from 0700-1800hrs.*

*Limited parking is available to students at the PEC car park during term time on a “first come first serve basis”. All student car owners must apply to Dean Student*

*Affairs and display a valid permit/sticker available from security*

**d) Student Weekend Parking**

*Students may park at from Friday 1900hrs through to Monday 0700hrs. A visitor permit is required from Security Reception near auditorium.*

**e) Student Parking During Vacation**

*During non term time students may park on the PEC sites in recognized and designated Places only. Car owners must display a visitor pass available from Security reception near Auditorium.*

**f) Overnight Student Parking**

*\*Overnight parking is available from 1900hrs – 0700hrs Monday to Friday\*. Student owned cars must be removed by 0700hrs. Car owners will display a visitor pass available from Security reception.*

*\*PEC Gate 1 close at 1800hrs and reopen at 0600hrs, and Gate 3 close at 1900hrs and reopen at 0600hrs. The gate will only open for emergency service vehicles between these times.*

*PEC main gate2 closes at 2200hrs and can only be accessed with appropriate access rights.*

**g) Visitor Parking**

*Visitor parking is available (but limited) on all sites. It is the responsibility of the member of staff issuing the invitation to make the necessary arrangements. Where possible, visitors should be encouraged to use public transport.*

**h) Contractor Parking**

*It is the responsibility of the S D E a n d member of staff leading a project to make the necessary arrangements with the Chairman E&Ws and OI Security for the issue of a permit. This should be arranged at pre contract meeting by SDE/project managers and limited to a max of two 2 parking permits.*

**Enforcement**

*Drivers of Vehicles parked in breach of the Car Parking Policy are liable to receive a penalty notice.*

*Cars parked for more than 48 hours without prior notice may receive a penalty notice and removal from the PEC estate.*

**i) Motorcycle Parking**

*All motorcycle owners will register their motorcycles with security and display a valid permit/sticker issued by security.*

*Anyone leaving a motorcycle or scooter on PEC premises must leave it safely and securely locked. All motorcycles must display a valid permit/sticker available from security. Applications should be submitted through the Dean Students Affairs to security service.*

**j) Cycle Parking**

*Anyone leaving a bicycle on PEC premises should be aware of the importance of having a robust lock and knowing how to use it effectively and having it insured.*

*All cycles owners will register their bicycles with security and display a valid permit/sticker issued by security.*

*Non registered cycles locked in one location for more than a two week period without prior notice will have the cycle removed. This will occur after a period of not less than seven days notice on the cycle informing of the security intention to remove.*

***The PEC University of Technology does not accept any liability for vehicles, motorcycles, scooters or bicycles or their contents when parked or left on PEC premises.***

## **SECTION 7 - USE OF CLOSED CIRCUIT TELEVISION (CCTV)**

### **7.1 REASONS FOR USE**

CCTV is recognised as a powerful tool in the fight against crime, both for prevention and detection. The PEC intends to use CCTV systems around the campus covering many of the vulnerable areas, public access points and adjacent streets.

CCTV

- i. May reduce the fear of crime and offers public reassurance for students, staff and visitors to the campus.
- ii. Can assist in the detection, deterrence and prevention of crime on campus by securing evidence to identify, apprehend and prosecute offenders and to provide evidence for internal disciplinary hearings.
- iii. Appropriate signs will be placed around the PEC warning that CCTV is in use.

### **7.2 LOCATIONS**

The PEC CCTV system may consist of both internal and externally located overt cameras with telemetry and digital recording. It may be agreed that some departments may benefit from a local CCTV system for the reasons described above. The operation of these systems and any future installations in departmental areas, must be authorised by the Director and comply with the IT Act.

### **7.3 CCTV OPERATING PROCEDURES**

It is intended that the information obtained from CCTV will give public confidence that the rights of individuals are being fully protected and the requirements of IT Act are complied with.

Access to the CCTV monitoring and recording systems will be strictly controlled and limited to duty security staff or authorised management.

### **7.4 THE POLICE (GENERAL) AND CCTV**

It is recognised that the Police in the course of their duties may have reason to enter the PEC University of Technology estate. This can be as a result of immediate follow up to an incident, search of premises, being invited to assist the Security Service or post incident investigation.

The Police (where practically possible) should always inform security they intend to work on the PEC estate in emergency situations and immediate incident follow up. Security staff should always remain with the Police whilst on the PEC estate in such a situation. If Security staff are asked to leave the area by the Police they should remain within the vicinity and ensure the Chairman E&W and Incharge Security are informed.

Security staff in attendance would not be applicable for pre-arranged visits or appointments.

Police asking to enter student accommodation/ hostel will be asked by Security Service to produce a warrant; if a warrant cannot be produced then Dean Students Affairs, the Chairman E&W and Incharge Security should be informed. Security staff will not automatically allow access before obtaining clearance.

Police should not require access to (nor be allowed access to) PEC CCTV Systems except under the following circumstances:

- Emergencies or investigation of serious incidents
- Identification of offenders
- Liaison and training purposes, by prior arrangement with the Head of Security
- As authorised by the Director.

Requests by Police to remove CCTV recordings must comply with the IT Act and will be registered accordingly.

### **7.5 RECORDED IMAGES**

CCTV Images will be kept securely and in line with the requirements of the IT Act.

### **7.6 COVERT CCTV**

Covert CCTV will not generally be used within the PEC but may be used in exceptional circumstances to assist in the detection of crime or apprehension of offenders. Before use, permission to use covert CCTV will be obtained through the Director. It will be sited only for a time specific and necessary to the operation. Recordings from covert CCTV will be treated in accordance with the IT Act.