

FZ10		Camera surveillance policy		Version 2.0	
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Introduction					
		Following a series of break-ins, the Gerrit Rietveld Academie decided to install security cameras in December 2010. In 2015 and 2018 additional security cameras were installed. The cameras are designed to help detect and if possible, prevent theft, vandalism and break-ins.			
Privacy					
		Camera surveillance in the working environment is covered by the General Data Protection Regulation. With this protocol, the Gerrit Rietveld Academie wants to guarantee the right to privacy of its students, staff and visitors. For this purpose, the camera's software includes a tool to make people unrecognizable (faces can be blurred)			
Visibility of cameras					
		<ul style="list-style-type: none"> • The cameras are visibly hung, aimed at the traffic areas inside and outside the Academy. • In special cases, if there is a suspicion of unlawful actions committed by students or staff, a hidden camera may be temporarily placed. For this, permission must be obtained in advance from the Executive Board or the Head of Operations. 			
Retention period of camera images					
		<ul style="list-style-type: none"> • Images of an incident shall be retained until the time this incident has been dealt with, but for not more than four weeks (legal period). • Camera images used in the context of an investigation, which has been reported to the police, shall be destroyed only after consultation with the police. In this case, the legal period of four weeks shall not apply. 			
Viewing of the images					
		<ul style="list-style-type: none"> • The stored camera images shall only be viewed if there is a reason to do so. • Permission for viewing the stored camera images may only be granted by the Head of Facilities Services. • The only staff members who are authorised to view the stored camera images are Facility Services staff (Head of Facility Services, Facility Services Coordinator and the Head of the Caretakers). • The images may be viewed by third parties (stakeholders) at the discretion of the Head of Facilities Services and in the presence of an authorised person. • Only after approval from the Executive Board it's aloud to deviate from the set rules. 			

Viewing of real-time images	<ul style="list-style-type: none"> • In support of access control, at the reception, real-time camera images can be viewed of entrance doors, grounds entrances and the entrance areas in the various buildings. • To support the safety of students and staff, real-time images of the other cameras in the buildings (including traffic space) can be viewed only if the situation requires it. • To support the efficiency of the alarm response, outside the opening hours of the academy, the security company and the police can view real-time images of all cameras on the grounds and in the buildings.
Systems management	<ul style="list-style-type: none"> • Systems management (IT) staff members are only authorised to install the necessary software and monitor the functioning of the system. The viewing of footage is not permitted. • Access to the site where the video images are physically stored and access to the option of copying these images shall only be granted to an authorised person (Head of Facility Services, Facility Services Coordinator and the Head of the Caretakers).
Information to involved persons	<p>Camera images recording an incident, which has to be reported to the police, may be viewed by the police upon request. The persons involved shall be informed regarding this. In this case, faces on the images are blurred.</p>
Follow-up	<p>Any irregularity found after viewing the images shall be reported to the Executive Board or Head of Operations shall determine the follow-up action to be taken. They determine the follow-up action.</p>
<u>Questions?</u>	<p>For more information or questions just visit: https://intranet.rietveldacademie.nl</p>