

Camera surveillance regulations HZ

Stichting HZ

The Executive Board of the Stichting HZ University of Applied Sciences;

Given the changes to this regulation on 5 October 2021 in response to the General Data Protection Regulation legislation and the right of consent of the representative body dated 4 November 2021;

Hereinafter confirms the following camera surveillance regulation HZ. All previous versions are hereby revoked.

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Stichting HZ

Article 1. definitions

The following definitions are used in this regulation:

1. **HZ:** the stichting HZ;
2. **executive board:** the executive board of the HZ;
3. **student:** person who is registered as a student at the HZ within the meaning of title 3 of chapter 7 WHW;
4. **concerned party:** person in the employment (temporary or otherwise) of the HZ, or studying there, as well as any legal or illegal visitors of the buildings of HZ;
5. **employee:** person who is employed at the HZ under the HBO-cao;
6. **stakeholder:** among others, victims of accidents, aggression, violence and/or theft;
7. **camera:** camera intended for general surveillance.

Article 2. objective

- 2.1 The use of cameras in buildings and on sites of the HZ is necessary for:
 - the access security of buildings and sites;
 - safeguarding the health and safety of students and employees;
 - guarding goods and items in buildings and on sites of the HZ;
 - the recording of incidents.

Article 3. duty to inform

- 3.1 At all entrances and exits of buildings and sites of the HZ there will be signage to inform about the use of camera surveillance.

Article 4. visibility of placement

- 4.1 Cameras are placed visibly in buildings and on sites of the HZ.
- 4.2 Cameras (in the event of movement) make recordings within buildings, of the entrances and exits, and of the sites of HZ Vlissingen.
- 4.3 There are cameras aimed at entry barriers, located throughout the parking areas of the locations of the HZ, as shown in appendix 1.
- 4.4 In the event of (suspected) accidents, criminal, illegal, or improper conduct by concerned party (or parties), a hidden camera may be installed temporarily. Use of hidden cameras only takes place after obtaining the prior written approval of the executive board.

Article 5. tasks and responsibilities

- 5.1 The party responsible for the camera surveillance is the executive board.
- 5.2 The administrator of the camera system is the Facilities Management team leader.

Article 6. operation, images

- 6.1 The camera storage system is set up in a (server) room that only authorised parties may access.
- 6.2 Parties who are authorised to view (live) images are:
- the executive board (as well as persons explicitly mandated by the executive board);
 - the director of operational management;
 - the (replacement of the) administrator;
 - employees of the central desk and concierges;
 - third parties (such as police officers in the event of incidents), if required for the proper management of affairs, with the approval of the administrator.
- 6.3 Parties who are authorised to operate the camera system are:
- the executive board (as well as persons explicitly mandated by the executive board);
 - the director of operational management;
 - the (replacement of the) administrator.
- 6.4 The right to access to recorded and stored images within the meaning of article 4 of this regulation is reserved for the executive board (as well as persons explicitly mandated by the executive board), the head of service of the campus facilities department, and the (replacement of the) administrator. In exercising this right, any knowledge obtained of or about the images is treated with strict confidentiality.
- 6.5 If the images show accidents, aggression, violence and/or theft, this must be reported to the executive board.
- 6.6 With regard to the right to access to recorded and stored images within the meaning of article 4, section 5 of this regulation, specific measures may be imposed.
- 6.7 In such events, the executive board may decide to grant other stakeholders access to the images.

Article 7. retention period camera recordings

- 7.1 The images shall be retained for a period of four weeks after the recordings are made, or until such time as any identified incidents have been appropriately handled.

Article 8. recording, reporting

- 8.1 About the use of the camera system in and around the buildings/sites of the HZ, a digital logbook is maintained by the administrator or, in his absence, by his replacement.
- 8.2 The logbook is kept confidential and may/can only be consulted by the parties listed in article 6.4 of this regulation.
- 8.3 The logbook must record at very least:
- date;
 - time;
 - location;
 - particularities such as disruptions, incidents, reports.
- 8.4 Every month, the administrator reports in writing to the head of service of the campus facilities department about registrations in the logbook in the previous month.

Article 9. image information

- 9.1 (A copy of) the images shall, on request, only be provided to:
- police officers in the event of incidents, in line with article 6.1, sub e, of the General Data Protection Regulation (GDPR);
 - others, in events within the meaning of article 6.1, sub a, c, and d of the GDPR.
- 9.2 The image information shall be provided via other digital means or by means of a photo (still image of the camera recording);
- 9.3 The digital means by which the relevant image information is stored, is marked and registered by the administrator.
- 9.4 The parties referred to in the first section of this article shall sign for receipt of the image information.

Article 10. complaints, other

- 10.1 a. Complaints about the use of the camera system and about the behaviour of the authorised functionaries who are involved in the camera surveillance (with the exception of police officials) may be submitted in writing to the executive board within four weeks of the complaint arising.
- b. Requests concerning recordings and image materials can be submitted by email to the privacy contact point (privacy@hz.nl) of HZ.
- 10.2 In all instances not provided for by this regulation, the executive board decides.

Article 11. final provisions

- 11.1 This regulation was amended on 5 October 2021 and confirmed on 5 October 2021. All previous versions of this regulation are hereby revoked.
- 11.2 The regulation will be published on the website of the HZ.
- 11.3 This regulation shall be referred to as the "Camera surveillance regulations HZ".

Annex 1 as referred to in article 4, section 3

HZ Locations

Vlissingen:

- Location Edisonweg 4 (main location)
- Location Edisonweg 2-2a
- Location Prins Hendrikweg 10

Middelburg:

- Location Het Groene Woud 1
- Location Het Groene Woud 1A (Joint Research Centre Zeeland)

Terneuzen:

- Location Vlietstraat 11-a