

THE EDUCATION UNIVERSITY OF HONG KONG

SAO's CCTV System Guideline

1. The University Campus is under 24 hours CCTV surveillance. The data or videos captured by the CCTV system may be used for one or more of the following purposes:
 - a. Safety, security and operational needs &
 - b. Monitoring the Campus premises to assist enforcing the University regulations.
2. The data/ recorded videos held by the CCTV system may be provided by the Student Affairs Office to the management and/ or other offices of the University for the purposes as set out in paragraph 1.
3. The CCTV system is operated by designated staff member(s). The live view of the CCTV cameras will be accessed by the duty Staff and/ or Security Supervisors.
4. Access to the data or recorded videos captured by the CCTV system requires prior approval from the Dean of Students or his/her delegate(s) and Data Privacy Officer of the University.
5. The recorded videos will be kept for a reasonable time before automatic erasure by the system.
6. No third party viewing or reproduction of recorded video or data captured by the CCTV system is allowed except with prior approval of the Dean of Students or his/her delegate(s) and Data Privacy Officer of the University, as appropriate, or as requested by a law enforcement agency. Proper record of such will be kept by the Student Affairs Office.
7. All enquiries relating to the operation of the CCTV system should be sent to hall-sao@eduhk.hk or please call 2948 6868.
8. Details of privacy data collection and security can be found on the University website.

The University reserves the right to review and amend these guidelines at a regular interval and the latest version of the same shall be posted up at a prominent place of the University.

(SAO, 22 November 2018)