

Video Surveillance and Recording Policy

Policy Statement

The American University in Cairo (AUC) reserves the right to deploy video surveillance cameras on any of its public premises as deemed appropriate by the Executive Vice President for Administration and Finance (the “Executive Vice President”). AUC will deploy and operate the surveillance system consistent with its efforts to respect the privacy of the members of the University community and visitors, and consistent with the need to protect the security and safety of all on campus.

Reason for Policy/Purpose

AUC is committed to protecting the safety and security of its community members and visitors while on campus or on AUC-provided transportation, while maintaining the reasonable privacy rights of its community body and visitors as defined by law.

The purpose of this policy statement is to standardize and regulate the responsible use of the Video Surveillance System (VSS). This system is an integral part of the security operation that the Office of Safety and Security has already deployed or will deploy at any of AUC’s premises to monitor and record public areas. As a matter of policy, AUC endeavors to inform the community of the measures we take to ensure safety and security on campus. The entrance to AUC campuses or use of AUC-provided vehicles by either visitors or AUC ID holders constitutes acceptance of these safety and security measures.

AUC operates the VSS for the following purposes:

- Protecting the physical security and safety of community members.
- Protecting AUC properties, buildings and assets, and, as possible, the personal property of AUC community members while on campus, against vandalism, theft, or unauthorized access.
- Supporting an immediate and effective response to an observed or reported safety or security incident, or health emergency.
- Generally facilitating a safe and secure environment.
- Discouraging, and if necessary, investigating behavior in violation of AUC rules or policies, Egyptian law or other applicable law.

Who Approved This Policy

Mr. Brian MacDougall, Executive Vice President for Administration and Finance, October 12, 2017
Gen. Mohamed Ebeid, Executive Director for Safety and Security, October 12, 2017

Who Needs to Know This Policy

AUC community members and visitors. This policy also applies to those who administer, use or operate the VSS deployed at any of AUC's premises.

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Web Address for this Policy

[University Policies](#)

Contacts

Responsible University Official: Executive Director for Safety and Security

Responsible University Office: Safety and Security Office

If you have any questions on the policy or procedure for campus access policy, you may:

1. Call New Cairo campus Security Office at 2615-4444 or Tahrir Square campus Security Office at 2615-6666
2. Send an e-mail to aucsecurity@aucegypt.edu

Definitions

| Term (alphabetical order) | Definition as it relates to this policy |
|----------------------------------|---|
| Authorized Personnel | Authorized personnel are AUC VSS operators, managers and administrators. This also includes senior administrators, such as the Executive Vice President |

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| | for Administration and Finance, the Dean of Students or Legal advisor, or their designee. |
| Private Areas | The interiors of individuals' offices, classrooms, restrooms, locker rooms, changing rooms, and students' residence rooms |
| Surveillance Equipment Operator/Manager/Administrator | The AUC employees who view or control the VSS |
| VSS | A CCTV-based system for monitoring and recording activity in a space or building owned or operated by AUC |

Policy/Procedures

1 Access and Use

1-1 AUC will post notices indicating that surveillance cameras are in use (monitoring and recording) on AUC premises.

1-2 The Executive Vice President must authorize video surveillance cameras' locations, whether temporary or permanent.

1-3 Community members may request the Executive Director of Safety and Security to review a high potential location for crime for potential installation of a video surveillance camera. This request should include the requestor's name, the reason for the request, and (if applicable) the requestor's department and area head. The Executive Director of Safety and Security and his team will review the location, weighing the respect for privacy of the community with all safety and security concerns. The Executive Director of Safety and Security will recommend to the Executive Vice President the permanent or temporary deployment of surveillance cameras, and identify any appropriate alternatives.

1-4 Only Authorized Personnel will be involved in or have access to the VSS and its associated systems and data, including videos and still images, whether in real time or through recordings post facto. Law enforcement authorities, specifically prosecutors and courts, as may be authorized under Egyptian or other applicable law, may have access to the system in real time or through recordings post facto.

1-5 The Executive Director of Safety and Security may authorize copies of surveillance images/videos for the purpose of supporting the completion of an ongoing investigation, or as required by law.

1-6 All VSS relevant data, reporting, and analysis are treated as confidential by AUC. The Executive Vice President may delegate authority to the Executive Director of Safety and Security to approve release of VSS data only for AUC's official use, except as any relevant regulatory authority may require by law. Authorized Personnel may also review, and AUC may use or produce, data from VSS in connection with legal proceedings consistent with Egyptian or other applicable law.

1-7 AUC will conduct video monitoring in areas where the public does not have a reasonable expectation of privacy, including without limitation hallways, buildings' entrances/exits, gates, plazas, athletic fields, dining facilities, library, pedestrian walkways, rooftops, perimeter fences and walls, and parking lots.

1-8 AUC will not conduct video monitoring in Private Areas.

1-9 AUC security and safety personnel will use the VSS at all times in a professional, ethical and legal manner.

1-10 AUC will use the VSS in accordance with applicable law and all relevant University policies, including AUC's Freedom of Expression policy.

1-11 The VSS normally will operate as an automatic system under human supervision 24 hours daily, 7 days weekly, subject to maintenance requirements or equipment malfunction. Nevertheless, no VSS can guarantee complete monitoring and recording of all public spaces for safety and security. It cannot replace the normal vigilance required of community members and visitors as a matter of personal responsibility.

1-12 Only the Executive Vice President, Legal Advisor and Executive Director of Safety and Security are authorized to disclose videos/images and related data from the VSS outside AUC, however, only to prosecutors and courts. The Executive Director for Security will ensure appropriate documentation and logging of the disclosure of videos/images or any related data from the VSS. This should include accurate description of the information disclosed; the name of the individual(s) to whom they disclose the information; the date and time of access, removal, or copying; and the purpose for the release (typically, in support of investigation).

1-13 The Executive Director of Safety and Security will ensure the keeping of a permanent, accurate, up-to-date log, whether manually or automatically, to document all instances of access to or use of the VSS. The log should include full identifying details for each person accessing the VSS (Name, Category, University ID Number), along with the date, time and reason of use or access.

1-14 Any person who tampers with or destroys a surveillance camera or any part of the VSS will be subject to appropriate administrative and/or disciplinary action, as well as possible criminal charges.

1-15 All personnel authorized access to the VSS will abide by the ethical and legal use of the VSS. Failure to abide with this policy may include sanctions up to and including termination

of employment. All personnel authorized for access to the VSS must read and sign their acknowledgement and acceptance of this policy before using or accessing the VSS.

2 Management and Operation of the VSS

2-1 The Executive Director for Security will ensure retention of all recorded images and videos for at least 30 days. Routine recordings are erased after 30 days. The Executive Director of Safety and Security may archive recorded images and videos for a longer period or permanently, as appropriate. Such cases of longer term or permanent retention may include, for example: an on-going internal investigation and/or any investigation conducted by the government authorities, legal proceedings, or for permanent documentation of violations and incidents for training purposes.

2-2 All personnel authorized access to the VSS are prohibited from:

- Monitoring community members based on characteristics of race, gender, ethnicity, national origin, sexual orientation, or disability, or any other characteristic protected by applicable law.
- Duplicating images/video or granting access to others to VSS data except as specifically permitted by this policy.
- Editing or altering the videos and information in any way.

3 Surveillance Cameras Installation

3-1 The Executive Vice President must approve in advance the installation of any new surveillance cameras, their locations, and purpose.

3-2 The Executive Director of Safety and Security must approve a request for additional surveillance camera installation prior to the purchase of equipment. The requestor should submit their request in accordance with paragraph 1-3 of this policy

3-3 The Executive Vice President and the Executive Director of Safety and Security may accept or reject a surveillance camera installation request at their sole discretion. He/she will provide the reason for the decision in the case of rejection of an installation request.

3-4 The Office of Safety and Security will bear the costs related to the purchase, installation, and maintenance of the VSS.

4 Responsibilities

4-1 The Executive Director of Safety and Security and the Executive Vice President are responsible for updating this policy as appropriate and for providing training of all personnel authorized access to the VSS to help ensure their compliance with this policy.

History/Revision Dates

Origination Date: May 3, 2017

Last Amended Date: October 12, 2017

Next Review Date: October 12, 2018