



## XLRI DELHI NCR

### Notification

#### CCTV CAMERAS IN PUBLIC PLACES/COMMON AREAS ON THE CAMPUS

To provide speedy intervention to secure the life and property of our students and other stakeholders residing on our campus, CCTV cameras are installed at public places and common areas as lawfully required. Since the law of the land provides for collection of CCTV footage/data, its storage and use for lawful purpose ensuring the privacy of the persons under such CCTV surveillance, the Institute vide this notification lays down the procedure involved for such use.

NOW THEREFORE,

To strengthen and augment such procedure, XLRI Delhi NCR (hereinafter called the Institute) has decided to codify the norms for the installation, storage, dissemination, sharing of data collected from CCTVs installed on public places and common areas on campus, primarily aimed at ensuring the safety, security, health of students and other stakeholders and protect Institute properties.

Additionally, to protect the privacy of the individuals under CCTV observation, the Institute has decided to put in place reasonable security practices and procedures to protect the collected information from unauthorized access, alteration, disclosure or destruction. In furtherance thereof, the following procedures are laid down, namely,

1. That all CCTV camera footage will be collected on the servers and no part of it shall be allowed access to anyone otherwise than those authorized in writing by Dean Administration.
2. That all CCTVs will be under the control of the Institute, and all personnels authorized to operate, handle, store data, or disseminate footage data shall do so only on express instructions from the office of Dean Administration.
3. That all CCTVs, storage devices, peripherals devices used and the stored camera footage shall be treated as property of the Institute, under the lawful control and superintendence of Dean Administration and no part of it shall be accessed, shared, altered, disseminated, disclosed, modified, changed or stored without his express approval/permission.



4. The Dean Administration shall only give express approval/permission for sharing the CCTV footage data with law enforcement agencies for lawful purposes for the prevention, detection and investigation of any crime under the penal laws of the land, and he shall, also, when duly applied for, give such footage data to notified Institute committees or Institute authorities for the purposes of preventing, protecting, and prohibiting students from any unlawful activities/acts of misconduct/acts of indiscipline under law of the land and for any disciplinary proceedings under the XLRI Manual of Policies for Students and the Student Undertaking Form.

*(Explanation: The CCTV footage may be used by the herein mentioned Institute Committees, for the purposes of determining any breach or probable breach of Institute rules, norms and policies, and for taking appropriate action consequent thereupon. All such electronic proof is considered admissible evidence under the law of the land and therefore shall constitute valid proof when used by the concerned committees and Institute authorities.)*

5. All Institute authorities, staff, contractual employees, security personnel or any other person by whatsoever designation so called, shall, in case they come to knowledge of or information on any collected or stored CCTV footage, maintain strict confidentiality with regards to such CCTV footage data and shall not, directly or indirectly, share or reveal it to any person or persons, except as may be lawfully required, under instructions, duly received from the office of Dean Administration.
6. All Institute authorities, staff, contractual employees, security personnel or any other person by whatsoever designation so called, are required to strictly comply with relevant sections of the Information Technology Act 2000 read with the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011, to ensure that no image is intentionally or knowingly captured, published or transmitted that violates the right to privacy of an individual, other than that which is lawfully allowed stored and used for the safety and security of a person/ property or for the prevention of crime and other forms of indiscipline/misconduct in public places and common areas on campus.
7. Anyone found damaging, destroying, tampering any camera(s) or its electronic peripherals or attachments including but not limited to wires, storage devices and power systems, which are part of Institute CCTV setup shall be prosecuted under law of the land or the norms, rules and policies of the Institute, as the case may be.
8. Anyone, who being an Institute authority, employee, staff, contractual employee, security personnel or any other person by whatsoever designation so called, intentionally or knowingly, conceals, destroys or alters or intentionally with knowledge causes another to conceal, destroy or alter any computer system or any other source on which such CCTV footage is stored or required to be kept or maintained by law shall be proceeded against and appropriate action taken, not limited to internal disciplinary enquiry and punishment, as per this notification read with existing rules, norms and policies of the Institute.

*[Signature]*



*[Signature]*



9. Notwithstanding anything contained hereinbefore, whoever, intentionally or knowingly, captures, publishes or transmits any CCTV footage, without the authorization of Dean Administration and except as is lawfully required to be done, shall be subject to appropriate legal action not limited to internal disciplinary proceedings at the Institute level. All internal disciplinary actions taken by the Institute for any violation(s) under this notification shall be guided by the principles of natural justice.
10. All appeals from any administrative actions or Internal Institute Committee related adjudication/decision/recommendation for violating the stipulation(s) of this notification, conducted under the rules, norms and policies of the Institute shall lie to the office of the Director, XLRI Delhi NCR. His decision shall be final.
11. This notification supersedes all previous notices, orders, notifications on the subject of CCTV data storage and use on campus and shall remain in force unless repealed, modified, altered, changed, substituted or amended.
12. The Institute reserves the right to repeal, modify, alter, change, substitute, or amend any or all parts of this notification on the use of CCTVs on public places and common areas/spaces on the campus.



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*Jayashankar*