

# REGULATIONS FOR CAMERA SURVEILLANCE WAGENINGEN UNIVERSITY & RESEARCH

## INTRODUCTION

Camera surveillance is carried out on the grounds and in the buildings of Wageningen University & Research.<sup>1</sup> This is indicated by means of text and images and on signs. This regulation provides a description of the responsibilities and procedures for the camera surveillance within Wageningen University & Research. In the [Regulations for the Protection of Personal Data](#), general provisions are included which also apply to camera surveillance.

## PROCESSING OPERATIONS

Wageningen University & Research processes image information. These are images that are recorded through the cameras on the grounds and in the buildings of Wageningen University & Research. This image information also includes personal data.

The camera surveillance only takes place for the following purposes:

- a. the protection of the safety and health of persons;
- b. the security of buildings and sites as well as the goods and animals inside those buildings or on those sites;
- c. the registration of incidents: behaviours, disruptions, accidents, or other events that are a threat to the property, safety, or integrity of buildings, sites, people, or goods.
- d. regulating traffic flow in order to prevent traffic accidents;

The processing of image information, such as viewing, reviewing and registering, and the maintenance of the camera system are exclusively performed by a designated employee of Wageningen University & Research or by an authorised employee of an external maintenance and security company.

By order of the Public Prosecutor, investigating officers may obtain access to the footage to the extent necessary for the performance of their legal task and only after identification. The investigation officer, who will sign for receipt, will be provided with the image information on a data carrier. That data carrier shall be marked and registered. The administrator of the camera system will keep a copy of the provided image information.

## SECURITY

The camera system is protected against unauthorised use. The image information will be stored within Wageningen University & Research in a space that is protected against unauthorised access. Only authorised persons will have access to the images. In any case, these include the person responsible, the people involved in operating and maintaining the camera system, the administrator of the camera system, and the authorised employees of the external maintenance and security companies. These individuals will confidentially and carefully handle the image information, with particular attention to the protection of the privacy of the recorded persons, with regard to the sensitive nature of the personal data concerned.

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<sup>1</sup> Wageningen University & Research (WUR) refers to the partnership of Wageningen University and Wageningen Research Foundation.

Each entry to access the stored image information will be logged. These records are confidential and will be kept in a safe place.

#### **RETENTION PERIOD**

Image information is kept up to a maximum of seven days, unless there is an incident, request, appeal, or complaint. In such cases, the relevant image information will be kept for as long as needed for the settlement thereof. Directly after that, the image will be deleted.

#### **THIRD PARTIES, LEGAL PROTECTION, AND THE DATA PROTECTION OFFICER**

Information on how Wageningen University & Research deals with third parties, the transfer to other countries, information about your rights with regard to the processing of personal data which have been obtained through the use of the website or applications, and the contact details of our Data Protection Officer are described in the [Regulations for the Protection of Personal Data](#).

#### **FINAL PROVISIONS**

In cases not covered by these regulations, the Executive Board of Wageningen University & Research will decide on the matter. This regulation shall replace all previous regulations regarding camera surveillance and may be referred to as Regulations for Camera Surveillance at Wageningen University & Research. The regulations have received consent from the relevant representative bodies and have been adopted as of 18 December 2017.