

## **Safety and Security Policy**

### **Policy II. Security Camera Policy**

The purpose of this policy is to provide guidelines for the use of security cameras on property owned and/or utilized by the University in a way that enhances security and aids law enforcement while respecting the privacy expectations of members of the University community.

The primary purpose of utilizing security cameras in public areas is to prevent crime and assist law enforcement in improving the safety and security of academic staff, administrative staff, students, alumni, visitors, and contractors at Beirut Arab University. The primary use of security cameras will be to record video images for use by law enforcement and other University officials charged with investigating alleged violations of law or University policy to maintain a safe environment at BAU. This policy applies to academic staff, administrative staff, students, alumni, visitors, and contractors at Beirut Arab University.

### **Procedures II. Security Camera Procedures**

1. Cameras are installed at BAU in various public locations including lecture rooms, libraries, cafeterias, open fields, indoor sports and cultural facilities, hallways, student rest areas, elevators, stairs, laboratories, parking lots, the inside and outside areas of University gates, mosques, the inner and outer walls of the University, buildings which belong to the University surrounding the campus, pavements surrounding the University, auditoriums, and storage areas.
2. Cameras are not installed in areas that involve changing clothes, bathrooms, showers, private areas, areas for private usage, rest areas, and clinics.
3. Fake or soundless cameras are not allowed.
4. The General Affairs Division holds the responsibility of the installation, maintenance, usage, and all related procedures of these cameras. This responsibility includes maintenance, purchase, examination, choosing the locations and unified system of the cameras.
5. The General Affairs Division is responsible for the allocation of cameras in places where no violation of human rights occurs. Cameras should be placed in public places only and not in private places.
6. Legal bodies are entitled to the recordings of the cameras provided they submit a request in writing to the General Affairs Division of this matter.
7. Everyone working as part of the camera security system should fully adhere to regulations and not do anything to infringe procedures followed at the University.
8. In emergency situations, some exceptions of these procedures may be taken under the agreement of the higher administration in a way that does not interfere in regulations.
9. All personnel involved in the installation, maintenance or monitoring of security cameras will be instructed in the technical, legal and ethical parameters of appropriate camera use.