

# Camera surveillance register

## Tero Hämäläinen

<b>Title of register</b>	<b>Camera surveillance register</b>	
Contact person	Tero Hämäläinen Head of Facility and Security Services	tero.hamalainen@samk.fi
Cause for handling	Privileged interest of register keeper	
Purpose of handling	Usage of a video surveillance system is necessary to manage and operate Satakunta University of Applied Sciences <ul style="list-style-type: none"> <li>to secure personal safety of employees and/or other people at the premises</li> <li>to protect property</li> <li>to control appropriate operation of production processes</li> <li>to prevent and examine situations endangering the above mentioned</li> </ul>	
Groups of registered	People at the SAMK campuses or in the immediate vicinity	
Information groups	<b>Information group</b>	<b>Storage time</b>
	Visual recording	<ul style="list-style-type: none"> <li>ca 1 month</li> <li>Storage time of material transferred to the authorities is according to their data protection principles.</li> </ul>
Information sources	Camera surveillance equipment	
Access to and release of information	<p>Internal security personnel and outside guards</p> <p>Only internal security personnel have access to the video recordings. In addition, live video material is accessible also to guards at work, also the outside security staff.</p> <p>Data protection instructions</p> <p>All new staff members, also the outside guards with access rights, get instructions on data protection. Every person handling the register, including the outside security staff, sign a promise of secrecy.</p>	
Groups of receivers	Authorities, for investigations	
Principles of register protection	<p>To protect the video surveillance system and personal data, several technical and organizational procedures have been made.</p> <p>The following actions have taken place a.o.</p> <ul style="list-style-type: none"> <li>The servers for saving the pictures are located in protected premises, which are equipped with physical security measures; firewalls protecting the network protect the logical net area; main data systems containing information have burglary protection.</li> <li>Both external and internal personnel handling the register sign a promise of secrecy and confidentiality.</li> <li>Users are granted access only to that information which is absolutely vital to perform their duties</li> <li>Only a person in charge of the system, nominated by the register keeper for this assignment, can grant, alter or cancel the access rights.</li> </ul>	
Informing	<p>Bulletins in the entrance halls of SAMK buildings</p> <ul style="list-style-type: none"> <li>The bulletins tell the audience of the video surveillance and give essential information on handling the information. All entrances to buildings and garages have these bulletins.</li> </ul> <p>Publication in the Internet</p> <ul style="list-style-type: none"> <li>The document at hand is a public version of data protection announcements of camera surveillance. It is published on SAMK's www-pages.</li> </ul>	
Data transfer outside EU/ETA	Data is not disclosed outside EU/ETA	
Automatic decision-making	No automatic decision-making	
Profiling	No profiling of registered	