

Directives of the Bibliothèque cantonale et universitaire – Lausanne Video security in the free access areas

Introduction

The Management of the Bibliothèque cantonale et universitaire – Lausanne (hereinafter the BCUL)

having regard to Articles 22 and 23 of the Act of 11 September 2007 on personal data protection, having regard to Articles 9 and 10 of the implementing regulation of 29 October 2008 for the Act of 11 September 2007 on personal data protection, decides:

Article 1 – Principle

The BCUL has a video security system that falls under the law on personal data protection.

This applies to video security systems that are intended to act as a deterrent to offences against people or property and to provide evidence in the event that such offences occur.

Video security systems of this kind must be flagged and data subjects made aware of them.

Article 2 – Powers and installations

The Management of the BCUL has the power to authorise the installation of video security systems.

Planned installations of video security systems are proposed by the Management of the BCUL, which defines their details, the areas in which they will be used and their scope.

For each installation, the Management of the BCUL, in conjunction with the Security, Environment and Protection (UNISEP) Department of the University of Lausanne,

determines the location and field of vision of the cameras, which must be limited to the area necessary to achieve the intended aim, while minimising any encroachment on the rights of data subjects.

Cases requiring the intervention of the police are reserved.

Article 3 – Data processing

The images recorded may only be processed to achieve the intended aim of installing video security systems.

The images recorded may only be sent to the authorities responsible for prosecuting any offences observed.

Article 4 – Data security

Appropriate measures are taken to avoid any unlawful data processing, in particular by limiting access to the data recorded and the premises where data are held (cf. article 5).

A logging system controls access to the images recorded.

Article 5 – Controllers

The Management of the BCUL appoints the head of the UNISEP Department or their deputy as the sole persons authorised to manage the video security installations and view the images recorded.

UNISEP takes the necessary steps to prevent any unlawful processing; it ensures compliance with security measures and the relevant data protection provisions and is accountable to the Management of the BCUL.

Article 6 – Information

Notices must be posted in the protected area to inform people using it that the area is covered by a video security system.

UNISEP maintains a list of video security systems operated on the basis of this directive.

Article 7 – Operating hours

The operating hours of the installations are decided by the Management of the BCUL according to requirements, in order to achieve the intended aim.

Article 8 – Data retention

Images are retained for a maximum of 96 hours in areas open to the public, unless data are forwarded in accordance with Article 3, paragraph 2.

Images are destroyed at the end of the retention period.

Article 9 – Effective date

This Directive is effective from 4 April 2014.