INTERNATIONAL BALKAN UNIVERSITY
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INTERNATIONAL BALKAN UNIVERSITY

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Based on Article 94 of the Law on Higher Education ("Official Gazette of Republic of North Macedonia" number 82/2018, 154/2019, and 178/2021) and Article 6 of the Rulebook on the Security of Processing Personal Data ("Official Gazette of the Republic of North Macedonia" No. 122/20), the Senate of the International Balkan University, on 29.02.2024, adopted the following

RULEBOOK ON THE METHOD OF PERFORMING VIDEO SURVEILLANCE IN THE PREMISES OF THE INTERNATIONAL BALKAN UNIVERSITY

Article 1

This Rulebook prescribes the method of conducting video surveillance in the premises of the International Balkan University Skopje (hereinafter: the University), which appears in the capacity of a controller, as well as the technical and organizational measures that are applied to ensure secrecy and protection of personal data. data through the performance of video surveillance, the period of storage of video records, the method of deletion, as well as the method of making a backup copy, and the rights and obligations of the authorized persons who have access to the system for performing video surveillance.

Description of the video surveillance system

Article 2

Video surveillance is carried out through 8 (eight) cameras, of which 3 are placed outside the premises of the University, and 5 are set to record the internal space of the University with the following characteristics:

- 3 external (static) with a maximum resolution of 500*582 with (medium) image quality, during which they perform 24 hours of recording without the possibility of optical zoom.

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- 5 internal (static) with a maximum resolution of 500*582 with (medium) image quality, during which they perform 24 hours of recording without the possibility of optical zoom.

The technical specification of the cameras is an integral part of this Rulebook (appendix 1).

Purpose of performing video surveillance

Article 3

Video surveillance is carried out in order to ensure:

- protection of the property of the university;
- protection of life and health of students and employees of the University and prevention of attack;
- Provide control over entry and exit from the official and business premises of the University.

Periodic evaluation

Article 4

Every two years, the University periodically evaluates the results achieved by the video surveillance system, especially for:

- further need for the use of the video surveillance system;
- the goal, that is, the goals for performing video surveillance;
- possible technical solutions for replacing the video surveillance system;
- statistical indicators of access to recordings made by video surveillance and
- the way of using the recordings.

For the periodic assessment from paragraph 1 of this article, the University prepares a report that is an integral part of the documentation for the establishment of the system for performing video surveillance.

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Processing of personal data

Article 5

The following categories of personal data are processed through the video surveillance system:

- the physical and physiological appearance of the parties entering and leaving the premises of the University;
- the physical and physiological appearance of students studying at the University;
- the physical and physiological appearance of University employees.

Technical Measures

Article 6

The University provides the following technical measures for the confidentiality and protection of personal data processing through the video surveillance system:

- Unique Windows password and automatic logout after a certain period of time (not longer than 15 minutes), and re-entering the Windows password is required to reactivate the system. Only authorized persons have the password.
- A password created for each authorized person separately, consisting of a combination of at least 8 (eight) alphanumeric characters (of which at least one capital letter) and special characters;
- A hardware and installed software protective network barrier ("fire-wall") has been installed, as well as a router between the information system and the internal connection or any other form of external network, as a protective measure against unauthorized and malicious attempts to enter or break into the system.
- Effective and reliable anti-virus and anti-spyware protection is installed on the information system, which is constantly updated for the purpose of preventing unknown and unplanned threats from new viruses and spyware;
- Effective and reliable anti-spam protection is installed, which is constantly updated for preventive protection against spam and
- The servers in the University are connected to the power grid through a device for uninterrupted power supply with a secured aggregate station.

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Organizational measures

Article 7

The University provides the following organizational measures for the confidentiality and protection of personal data processing through the video surveillance system:

1. Limited access or identification to access the video surveillance system, so that only persons authorized by the rector can have access to the video surveillance system;

2. Each authorized person has limited access to the video surveillance system in terms of downloading and recording video recordings;

3. Destruction of the video recordings after the expiration of the term for their storage and

4. Compliance with the technical instructions when installing and using the video surveillance equipment.

The employee who performs the human resources tasks notifies the administrator of the information system about the employment or engagement of any authorized person with the right to access the video surveillance system, in order to be assigned a username and password, as well as about the termination of employment to have his username and password deleted, that is, to prevent further access.

The notification from paragraph 2 of this article is also carried out during any other changes in the work status or the employment status of the authorized person that have an impact on the level of permitted access to the information system.

Access, insight, and event logging

Article 8

For access and insight to personal data processed through the performance system video surveillance, the University keeps records containing the following data:

- name and surname of the authorized person;
- date and time of access;
- purpose of access;

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- date and time of the recording that is accessed;

- date and time, name and headquarters of the user to whom the video surveillance footage was given;

- a type of media in which the video surveillance recording is contained.

Authorized persons for personal data processing

Article 9

Access and insight into the personal data processed through the video surveillance system are available to the employees who are authorized to control the entrance to the University (headquarters and other locations for video surveillance), the administrator of the information system, and other authorized persons who have the right of access and insight into personal data processed through the video surveillance system.

The authorized persons from paragraph 1 of this article, before starting work or accessing the video surveillance system, sign a declaration of confidentiality, secrecy, and protection of the personal data that they will come across during the operation through the video surveillance system.

The declaration form from paragraph 2 of this article is an integral part of this Rulebook (annex 2).

In the act on the method of performing video surveillance, the controller prescribes the method of exercising the rights of the subjects of personal data whose data is processed through the video surveillance system in accordance with Articles 16 to 26 of the Law on Personal Data Protection.

In order to exercise these rights, the University adopts a Privacy Statement, which is an integral part of this Rulebook.

Attachment - Statement on privacy during video surveillance.

The privacy statement is posted in a prominent place in the headquarters and branch offices of the University.

Recording Storage Period

Article 10

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The recordings made by the video surveillance are stored on the hard disk of the personal computer, where only the administrator of the information system and employees authorized to exercise control have access.

The recordings made during video surveillance are kept for 30 (thirty) days, after which they are automatically deleted from the hard disk on which they are stored.

Video surveillance recordings can be kept for a longer period of time, from the period specified in paragraph 2 of this article, if required by law, but not longer than the fulfillment of the objectives.

Notification of video surveillance

Article 11

In the premises of the University and in the local units, a notice should be displayed in a visible and clear place (at the entrance door of the building) where video surveillance is carried out, which contains the following information: that video surveillance is being carried out by the University and a telephone number on which information about video surveillance can be obtained.

The notification from paragraph 1 of this article is given in attachment number 3, which is an integral part of this Rulebook.

Video surveillance system layout plan

Article 12

The graphic representation of the installation of the video surveillance system, the area where the video surveillance is carried out, the coverage angle of the area covered by the video surveillance, as well as a map with the location of the place where the camera is installed, are contained in the Plan, which is an integral part of this Rulebook (appendix 4).

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Analysis of the purposes for which video surveillance is set up

Article 13

The university must perform an analysis of the purpose, that is, the goals for which the video surveillance is set up before starting the process of establishing a video surveillance system, which is an integral part of the documentation for the establishment of the video surveillance system.

The analysis must also contain the opinion of the Personal Data Protection Officer at the University, regarding the establishment of the video surveillance system.

Final Provisions

Article 14

This Rulebook enters into force on the day of its publication in the "University Bulletin" of the International Balkan University Skopje, and it will also be published on the University's website.

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President of the University Senate

Prof. Dr. Kire Sharlamanov