



CLOSED CIRCUIT TELEVISION PROTOCOL & GUIDELINES

MAY 2013

Internal and external circulation

CLOSED CIRCUIT TELEVISION PROTOCOL & GUIDELINES

1. LPCUWC is located in Ma On Shan, Shatin.
2. With 256 students and approximately 80 staff and their families reside on campus, it is our utmost responsibility to safeguard:
 - LPCUWC Community
 - LPCUWC assets and property
3. To be able to do so, we have three surveillance system by installing closed circuit cameras:
 - internal security (to prevent break ins and theft) in the Library
 - external security (if possible locate external threats before they strike) at the front gate and back gate of the College
4. CCTV & its Operation:
 - CCTV control station is maintained at either the IT room or the Guard House. The station is equipped with a LCD Monitor, Digital video recorder and network connection
 - CCTV are operative 24 hours a day
 - video are recorded 24 hours a day on digital video recorders and they remain saved for 2 weeks.
 - the guards have ability to monitor video 24 hours a day at the front and back gates via computer network at the main entrances guard post
 - CCTV system is a third eye for security staff to be able to keep watch of the events when not doing physical rounds of the building
 - the clips are saved on computer or can be recorded on DVD/CD as and when necessary. These DVD can be played to view on any computer with media player
 - capture such indiscreet activities on video as an evidence to help with later investigation as required
 - if necessary, we also assist HK Police with criminal activities or suspicion providing them access to our CCTV or by recording on CD or DVD

5. Access to CCTV System:

- the Principal plus any one of Focus Team members or
 - If the Principal is unavailable, then the authorized persons are the Acting Principal in the company of one other Focus Team member, the latter to be selected depending on the nature of the matter under investigation.
 - police department for selected video footage of related incident as an evidence as and when necessary
 - student bodies, security guards, teaching and non-teaching staff members and/or anyone are NOT allowed to view recorded video without obtaining permission from the Principal except the IT staff who are required, on regular basis, to ensure the system is operative.
6. Overall control, monitoring, recording and maintenance is supervised by the Senior Guard with the assistance of the IT Technicians.
7. Signage is posted up near the areas which our surveillance system is installed.