	<p style="text-align: center;">The Technion – Israel Institute of Technology</p> <p style="text-align: center;">Procedures</p>	<p>Procedure No: 07-0305 Valid as of: June 21, 2015 Version: 1 Date of Latest Revision: Page 1 of 13</p>
<p style="text-align: center;">Security and Tracking Cameras at the Technion Procedure</p>		

1. Background

Security and surveillance cameras are installed on the Technion premises. Filming with security cameras and surveillance in a public space, as well as gathering and retaining recorded data, generates an apprehension regarding a violation of the right to privacy enshrined in the Privacy Protection Law, 5741 - 1981 (hereinafter: "**The Privacy Protection Law**" or "**the Law**"). Accordingly, the Registrar of Databases published guidelines for the use of security and surveillance cameras and the image databases captured by such (Database Registrar's Guideline No. 4 / 2012), in order to ensure proportionate and proper use of the cameras (hereinafter: "**The Registrar's Guidelines**").

2. Objectives


To define the officials and their powers and the process of handling the placement of a security camera at the Technion, for purposes of ensuring compliance with the provisions of the law and the directives of the Registrar, as such will be in force from time to time.

3. Definitions

- 3.1. The Technion – the Greater Technion, The Technion – Israel Institute of Technology and the Technion Institute for Research and Development Ltd.
- 3.2. Unit – each of the following: Faculty / department, academic unit, administrative unit, each of the subordinate units which are managed under the Technion.
- 3.3. Non - Technion Entity – various organizations operating on the Technion premises, including suppliers, service providers, subcontractors, tenants, student associations, etc.
- 3.4. Security Camera – a camera installed for security purposes and / or for purposes maintaining public order and / or for the purposes of overseeing and surveillance and / or protection of property, etc. (hereinafter also referred to as "**cameras**" or "**camera**")

4. Authority and Responsibility

- 4.1. Under the Authority and Responsibility of the Technion Security Officer (hereinafter: "**TSO**")
 - 4.1.1. To implement the guidelines of the Registrar of Databases regarding the installation and use of security cameras.
 - 4.1.2. To decide upon the installation of cameras at the Technion, in accordance with the application submitted or the need that arose.
 - 4.1.3. To inform the public regarding the placement of cameras, in a manner to be determined and in accordance with the Registrar's guidelines as such may be from time to time.
 - 4.1.4. To conduct, once a year, supervision and control of the use of security cameras and the extent of their necessity and to distribute a report to this effect, as detailed in Section 5.2.2 below.
 - 4.1.5. To report any matter regarding the security camera system to the VP of Operations.

	<p style="text-align: center;">The Technion – Israel Institute of Technology Procedures</p>	<p>Procedure No: 07-0305 Valid as of: June 21, 2015 Version: 1</p>
<p style="text-align: center;">Security and Tracking Cameras at the Technion Procedure</p>		<p>Date of Latest Revision: Page 2 of 13</p>

4.2. Under the Responsibility of the Technion Data Security Officer

To oversee and control the implementation of the provisions of the Database Procedure (Procedure No. 09 - 0106) regarding information recorded by the cameras, taking note of the Registrar's guidelines regarding data security and the perusal of information recorded by cameras.

4.3. Under the authority of the VP of Operations

To resolve any and every matter that concerns the security camera system at the Technion.

4.4. Under the authority and responsibility of the Head of a Unit (or any entity appointed to act on his behalf)

4.4.1. To distribute this procedure in his unit.

4.4.2. To decide with respect to an application submitted to provide the right of access to the filmed material, in accordance with the provisions of Section 5.7 below.

5. Method / Nature

5.1. Handling an Application for the Placement of a Camera

5.1.1. An Application by Internal Entities at the Technion

Should a camera be required to be installed, the Head of the Unit will submit a written request to the TSO on a request form (Appendix 1 to the procedure), which will specify the need to install the camera.

5.1.2. An Application by an External Entity to the Technion

A non - Technion entity wishing to install a security camera in areas used by the entire Technion public (for the purposes of this section: "**Public Areas**") and / or wishing to install a camera, the coverage areas of which include, inter alia, public areas, will submit a written application to the TSO on an application form (Appendix 2 to the procedure), which will specify the need to install the camera.


5.1.3. The TSO will examine the application in accordance with the criteria laid down in the provisions of the law and in the Registrar's guidelines, as such will be in effect from time to time, and, insofar as advice will be required prior to the decision being made, the TSO will consult with the VP of Operations and, if necessary, will seek legal advice.

5.2. Installing a Camera and the Usage Policy Thereof


5.2.1. Should the TSO approve an application for the installation of a camera, as stipulated in Section 5.1.3 above, the TSO will notify the applicant in writing of the approval of the request.

The TSO may approve the application as is or mutandis mutatis, at his discretion (hereinafter: "**The Approval of the Installation**").

As part of the approval of the installation, the policy of use of the camera will be determined, including whether a recording of the video is required (whether a recording will be made or only a live feed will be in effect) and the duration of the time that the recording will be stored.

	<p align="center">The Technion – Israel Institute of Technology</p> <p align="center">Procedures</p>	<p>Procedure No: 07-0305 Valid as of: June 21, 2015 Version: 1 Date of Latest Revision: Page 3 of 13</p>
<p align="center">Security and Tracking Cameras at the Technion Procedure</p>		

- 5.2.2. The installation of the camera and the use thereof will be in accordance with the instructions specified in the installation authorization.
 - 5.2.3. The Head of the Unit, or any entity acting on his behalf, will notify the TSO after the camera has been installed.
 - 5.2.4. The TSO and / or any entity acting on his behalf, will verify that the camera has been installed in accordance with the installation authorization and is operated in accordance with the defined guidelines.
 - 5.2.5. Each camera (installed in the various Units and in public areas) must be connected to the Technion's Command and Control Center, unless the TSO decides otherwise.
 - 5.2.6. Any change in the placement of the camera and / or the use thereof that exceeds what has been approved within the framework of the installation authorization, will be effected with the prior, written approval of the TSO.
 - 5.2.7. Security cameras will not be used for voice recording, except subject to obtaining written approval from the VP of Operations, after consulting with the Legal Counsel.
 - 5.2.8. At the end of the pre - determined recording period, the Head of the Unit (or any entity appointed to act on his behalf) will ensure that the recordings are deleted.
- 5.3. Overseeing and Control
- 5.3.1. The Head of a Unit (or any entity appointed to act on his behalf) and a non - Technion entity must report, to the TSO, any changes that have occurred in the circumstances for which the application to place a camera was submitted.
 - 5.3.2. Once a year and, in any case, if the TSO becomes aware of a change in the circumstances for which the application to place a camera was submitted, the TSO will examine the degree of necessity of the installed cameras; whether there is a need to change the manner of application of the use determined for each of the cameras; or whether the use of the camera is carried out in accordance with the instructions that the TSO has laid down. Insofar as it will be required for the purpose of making the decisions, the TSO will consult with the VP of Operations and, if necessary, will seek legal advice.
- 5.4. Data Security
- Should the TSO decide to store the recording (i.e. not live feed filming), the provisions of the Database Procedure (No. 09 - 0106) will apply to the data, taking into account the unique attributes of the data as specified in the Registrar's guidelines.
- 5.4.1. The system will be located in a closed and safe place, when the physical access to such will be permitted only to authorized persons.
 - 5.4.2. Physical protection of the data must be ensured. For example: Locking offices, locking computers, clearing the desktop of sensitive documents at the end of the work day, storing information in safe places and a procedure for keeping passwords in safe places.
 - 5.4.3. Every access to the system must be monitored and documented at the level of who is exposed to the data, to what type of data and when.

	<p style="text-align: center;">The Technion – Israel Institute of Technology</p> <p style="text-align: center;">Procedures</p>	<p>Procedure No: 07-0305 Valid as of: June 21, 2015 Version: 1 Date of Latest Revision: Page 4 of 13</p>
<p style="text-align: center;">Security and Tracking Cameras at the Technion Procedure</p>		

5.4.4. The Head of a Unit or any entity acting on his behalf, will determine the list of persons authorized to access the data and will impose restrictions on their access to the data.

All persons authorized to access the data will sign a non - disclosure undertaking (Appendix 3 to the procedure) and their obligation to refrain from handing over the contents of the videos to unauthorized parties.

The list of people authorized to access the data in the Unit and the non - disclosure undertaking forms will be submitted to the Head of the Unit.

5.5. Transparency vis-à-vis Visitors to the Technion Regarding the Existence of Security Cameras

5.5.1. The TSO must inform visitors to the Technion of the existence of cameras, which have been installed by the TSO, in the areas used by the Technion visitor community, by means of placing signs:

- 5.5.1.1. At the entrance gates to the Technion.
- 5.5.1.2. Near the place where the camera is positioned.
- 5.5.1.3. At the entrance to the camera coverage area (if the camera is located at a distance from the entrance to the coverage area).
- 5.5.1.4. At the entrance to buildings or fenced off enclosures that are filmed.
- 5.5.1.5. In any other place which is required, in the opinion of the TSO.

5.5.2. The TSO will prepare a summated list (which will be updated from time to time) of the locations of the cameras installed throughout the Technion and will publish it on the Security Unit's website.

5.5.3. The Head of a Unit or any entity on his behalf, as well as any external entity for whom the installation of a camera has been approved, will be subject to the provisions of Section 5.5.1, mutandis mutatis.

5.5.4. The signs will be legible and clear, including in terms of size, and will include the following details:


- 5.5.4.1. A graphic of a camera or other accepted graphic symbol that clearly conveys the message that the site is being filmed.
- 5.5.4.2. The name of the organization (the Technion / the supplier / service provider) who placed the camera.
- 5.5.4.3. A concise description of the purpose of placing the camera.
- 5.5.4.4. The URL of the website, which contains the list of security cameras and the policy of the use thereof, or a telephone number and e-mail address for obtaining answers to questions regarding the use of security cameras.

5.6. Application for Perusal

5.6.1. Request for perusal by the person being filmed

Anyone requesting to peruse the videos will submit a detailed application to the Head of the Unit or to any entity acting on his behalf, on the attached form, Appendix 4 to the procedure.

5.6.1.1. The Head of the Unit or any entity acting on his behalf, will decide whether to approve the request and, if necessary, will seek legal advice.

	<p style="text-align: center;">The Technion – Israel Institute of Technology</p> <p style="text-align: center;">Procedures</p>	<p>Procedure No: 07-0305 Valid as of: June 21, 2015 Version: 1 Date of Latest Revision: Page 5 of 13</p>
<p style="text-align: center;">Security and Tracking Cameras at the Technion Procedure</p>		

5.6.2. Request for perusal by a third party

- 5.6.2.1. An application for the perusal of videos submitted not by the person being filmed, will be submitted to the TSO.
- 5.6.2.2. The TSO will forward the application to the VP of Operations for a decision and, if necessary, will seek legal advice.

5.7. The Right to Peruse

The right of access will be granted to the person being filmed in accordance with the provisions of the law and with the highlights listed below:

- 5.7.1. The identification of the applicant requesting to peruse videos will also be effected based on an identification card bearing a photo.
- 5.7.2. The right to peruse a database of videos will be granted only if the applicant specifies the estimated date and time at which, in his opinion, he was filmed.
- 5.7.3. Copies of the videos will not be handed to the applicant requesting to peruse the recordings, unless such is required by law.

6. Reservations and Appeals


The decision making authority will be that of the VP of Operations with respect to objections and appeals regarding the TSO's decisions in accordance with this procedure.

7. Applicability and Validity

- 7.1. This procedure applies to all Technion units as well as to external entities to the Technion.
- 7.2. This procedure will apply from the date of its publication.

8. Transition Instructions

- 8.1. The Head of a Unit or any entity acting on his behalf, who had a camera installed in the area of his unit prior to the coming into force of this procedure, will fill out an application form (Appendix 1) within 60 days from the date of this procedure coming into force and will submit it to TSO.
The TSO will consider the need for the camera and the manner of use thereof and in accordance with the provisions of this procedure.
- 8.2. A non - Technion entity for whom a camera has been installed in public areas (as defined above) and / or a camera whose coverage areas include, inter alia, public areas, will fill out an application form (Appendix 1) within 60 days of this procedure coming into force and will submit it to the TSO.
The TSO will consider the need for the camera and the manner of use thereof and in accordance with the provisions of this procedure.


	The Technion – Israel Institute of Technology Procedures	Procedure No: 07-0305 Valid as of: June 21, 2015 Version: 1 Date of Latest Revision: Page 6 of 13
Security and Tracking Cameras at the Technion Procedure		

Appendixes

- a. Application form for installing a camera in a Unit.
- b. Application form for installing a camera for suppliers or other external entities at the Technion.
- c. A letter of commitment for proper use and maintaining confidentiality.
- d. Application form for perusing videos.

Laniado Zahava

Zahava Laniado
V. P. of Operations

	The Technion – Israel Institute of Technology Procedures	Procedure No: 07-0305 Valid as of: June 21, 2015 Version: 1 Date of Latest Revision: Page 7 of 13
	Security and Tracking Cameras at the Technion Procedure	

Appendix 1 – Application Form to Install a Camera at a Unit at the Technion / at the Technion Institute for Research & Development

- The form will be filled out by the Head of the Unit / the Head of Administration.
- The form is to be submitted to the Security Unit office.
- The form will be filled out for each camera separately.

<u>Date of the Application</u>		<u>Name of the Applicant</u>		<u>Position</u>	
<u>Faculty / Unit</u>		<u>Internal Tel. No.</u>			

<u>Name of the Building</u>	
<u>Detailed Description of the Location of the Camera in the Building</u>	

<u>The Objective of Placing the Camera (obligatory to provide details)</u>	<u>a. Security:</u>
	<u>b. Safety:</u>
	<u>c. Other:</u>

<u>Area to be Covered by the Camera</u>	
---	--

Data Regarding the Camera

<u>Planned Operation</u>	<u>a. Always</u>	<u>b. At Night</u>	<u>c. Pinpoint Operation</u>
<u>Minor Children Present</u>	<u>Yes</u>	<u>No</u>	
<u>Camera Resolution</u>			
<u>Recording / Storage Capability</u>	<u>Yes</u>	<u>No</u>	

This Procedure is valid and controlled in its digital version only, as such appears on the Technion website → Organization and Methods Unit → Technion Procedures



Security and Tracking Cameras at the Technion Procedure

Face Identification Capability	<u>Yes</u>	<u>No</u>	
The Ability to Search the Recorded Data Base	<u>Yes</u>	<u>No</u>	
Voice Recording	<u>Yes</u>	<u>No</u>	

Names of Those Permitted to Access the Videos


<u>Name:</u>		<u>Surname:</u>		<u>I. D. No.</u>		<u>Position:</u>	
<u>Name:</u>		<u>Surname:</u>		<u>I. D. No.</u>		<u>Position:</u>	
<u>Name:</u>		<u>Surname:</u>		<u>I. D. No.</u>		<u>Position:</u>	
<u>Name:</u>		<u>Surname:</u>		<u>I. D. No.</u>		<u>Position:</u>	

Additional Relevant Information

Name of the Person Filling out the Form: _____

Signature: _____

For your information,
The recording constitutes a database and therefore the provisions of the Database Procedure (09 - 0106) will apply to the data, taking note of the nature of the data as specified in the Registrar's guidelines.

	The Technion – Israel Institute of Technology Procedures	Procedure No: 07-0305 Valid as of: June 21, 2015 Version: 1 Date of Latest Revision: Page 9 of 13
	Security and Tracking Cameras at the Technion Procedure	

Appendix 2 – Application form for installing a camera in public areas in the unit for suppliers or other entities external to the Technion

- The form must be submitted to the Office of the Security Unit
- The form will be filled out for each camera individually.

<u>Date of the Application</u>		<u>Name of the Supplier / Entity</u>		<u>Name of the Applicant (Acting on behalf of the Entity)</u>	
<u>Position</u>		<u>Tel. No.</u>			

Location of the Position of the Requested Camera

<u>Name of the Building</u>	
<u>Detailed Description of the Location of the Camera</u>	

<u>The Objective of Placing the Camera (obligatory to provide details)</u>	<u>a. Security:</u>
	<u>b. Safety:</u>
	<u>c. Other:</u>

<u>Area to be Covered by the Camera</u>	
---	--

Data Regarding the Cameras

<u>Planned Operation</u>	<u>a. Always</u>	<u>b. At Night</u>	<u>c. Pinpoint Operation</u>
<u>Minor Children Present</u>	<u>Yes</u>	<u>No</u>	
<u>Camera Resolution</u>			
<u>Recording / Storage Capability</u>	<u>Yes</u>	<u>No</u>	

This Procedure is valid and controlled in its digital version only, as such appears on the Technion website → Organization and Methods Unit → Technion Procedures



Security and Tracking Cameras at the Technion Procedure

Face Identification Capability	<u>Yes</u>	<u>No</u>	
The Ability to Search the Recorded Data Base	<u>Yes</u>	<u>No</u>	
Voice Recording	<u>Yes</u>	<u>No</u>	


Names of Those Permitted to Access Videos

<u>Name:</u>		<u>Surname:</u>		<u>I. D. No.</u>		<u>Position:</u>	
<u>Name:</u>		<u>Surname:</u>		<u>I. D. No.</u>		<u>Position:</u>	
<u>Name:</u>		<u>Surname:</u>		<u>I. D. No.</u>		<u>Position:</u>	
<u>Name:</u>		<u>Surname:</u>		<u>I. D. No.</u>		<u>Position:</u>	

Additional Relevant Information:

Name of the Person Filling out the Form: _____

Signature: _____

	<p style="text-align: center;">The Technion – Israel Institute of Technology</p> <p style="text-align: center;">Procedures</p>	<p>Procedure No: 07-0305 Valid as of: June 21, 2015 Version: 1 Date of Latest Revision: Page 11 of 13</p>
<p style="text-align: center;">Security and Tracking Cameras at the Technion Procedure</p>		

Appendix 3 – Non Disclosure Undertaking

I, the undersigned _____


First Name and Surname

I. D. No.

Position

as a condition for obtaining permission to view and / or use the data filmed using the security cameras at the Technion – Israel Institute of Technology (hereinafter: “The Technion”) (hereinafter: “The Data”), solely for my work at the Technion, hereby declare and undertake as follows:

1. I hereby confirm that I am aware that access to the data is granted to me solely for the purpose of fulfilling my duties as expressly defined by the Technion and that there is a legal prohibition on the use of the data not for the aforesaid need.
2. I am aware that the use of the databases will expose or may expose me to “sensitive data” as defined in the Privacy Protection Law, 5741 - 1981, regarding Technion visitors (students, employees, guests, etc.).
3. I undertake to keep the data completely confidential, to not allow access to it, to not disclose it nor transfer it to any person or organization, to not copy the data nor any part thereof and to not allow others to duplicate, copy, photocopy, etc. the data, unless permission was granted in advance and in writing by the Unit or by any entity acting on behalf of the Unit.
4. I undertake to take all necessary measures to protect the data and to prevent access to it and, in any case, to take all reasonable acceptable measures to do so.
5. I undertake to notify the TSO and the Head of the Unit without delay and in writing, of any case of suspicion of loss / copying / access not by a person authorized to access the data.
6. I am aware that a breach of the duty of confidentiality, either directly or indirectly, as stated above, constitutes a civil tort under Section 4 of the Privacy Protection Law, 5741 - 1981, as well as a criminal offense under Section 5 of this law. This is in addition to a disciplinary violation pursuant to the Technion procedures, and that a violation of my obligation in accordance

	<p align="center">The Technion – Israel Institute of Technology</p> <p align="center">Procedures</p>	<p>Procedure No: 07-0305 Valid as of: June 21, 2015 Version: 1 Date of Latest Revision: Page 12 of 13</p>
<p align="center">Security and Tracking Cameras at the Technion Procedure</p>		

with this document may expose the Technion and me to claims by various parties, and may lead to the termination of my employment at the Technion.

7. I will not use any data to which I have been exposed during the course of my work or as a result of using the databases made available to me, to commit an act that may harm any person, even if I have any justification for doing so in accordance with Section 18 of the Privacy Protection Law 5741 - 1981, and pursuant to Chapter 3 of the Defamation Law, 5725 - 1965.
8. This commitment will remain in force throughout the period in which I will be employed by the Technion, and indefinitely even after I cease to work at the Technion, for any reason.
9. I am aware that my above obligations are without derogating from my obligations under any law.

_____ _____ _____
 Name Signature Date



**Security and Tracking Cameras
at the Technion Procedure**

Appendix 4 – Application Form for the Perusal of a Security Camera Recording

- The form will be filled out by the applicant.
- The form must be handed in to the Head of the Unit or to some entity acting on his behalf.
- Take note! Approval of the application is for viewing only, and in any case the recording will not be handed over to the applicant.

Application Date		Applicant		I. D. No.	
Faculty / Unit		Internal Tel. No.		Position	
Date of the Requested Incident		Time of the Incident			

Location of the Requested Camera

Name of the Building	
Location of the Requested Camera	

Details of the reason for applying to peruse the information:

Name of the Person Filling out the Form: _____

Signature: _____