

Regulation on the CCTV Surveillance System¹⁶⁴

I. Purpose and Legal Basis of Data Processing, Scope of Processed Data

- (1) A closed-circuit CCTV surveillance system operates on the premises of the College for the purposes of crime prevention and property protection. (2) The legal basis of data processing: the legitimate interest of the data controller (Section 17.2.1.1 F of the Data Protection and Data Management Policy). (3) Scope of processed data and method of data processing: capturing video footage and recording it for the duration specified in this policy. In the case of viewing the footage upon request: the viewer's full name (family and given name), and the description of the event appearing in the footage as recorded in the official request form.

II. Operating Hours and Monitored Area

- (1) The cameras operate 24/7 and continuously record footage. It is strictly forbidden to obstruct the cameras by covering them, turning them off, or hindering their recording in any way. (2) The cameras' field of view is directed toward the following areas: Building "F"
- F -1 Main entrance facing the outside area
 - F -2 Main entrance facing the inside area
 - F-3 Rear corridor (cabinets storing notes, open communal area)
 - F-4 Rear corridor (entrance to changing rooms)
 - F-5 Emergency exit Building "K"
 - K-1 Main entrance facing outward from inside
 - K-2 Emergency exit facing outward from inside
 - K-3 Church Office outdoor area
- (3) Surveillance systems do not operate in areas where they could violate human dignity, particularly in changing rooms and restrooms. No surveillance is conducted in areas where work or teaching takes place.

III. Camera Operating Regulations

- (1) Persons operating the camera system: the head building caretaker, the school caretaker, and, for IT support purposes, the Director of Academic Affairs and the Academic IT Specialist. (2) The cameras start automatically upon activation of the high-voltage switch. The DVR responsible for recording is equipped with an uninterruptible power supply (UPS), so it does not require manual powering on or off. In the event of detecting a malfunction in the camera system, the issue must be reported immediately to the head building caretaker, who shall promptly begin resolving the problem and prepare a report on the nature of the malfunction, the duration of the repair, and the method of resolution.

IV. Storage of Recordings

The recorded footage is stored on the DVR located in the system administrator's office in Building "F" and in the rack cabinet in the communal area of Building "K". The recorded footage may be stored for up to 3 working days, after which it is deleted.

V. Information on Video Surveillance

- (1) Students, instructors, and staff of the College were informed about the operation of the camera system, its purpose, and the areas monitored by the cameras through electronic communication via the "Diákinfo," "Tanárok," and "Hivatalos" mailing lists, as well as by posting notices on the bulletin board.

¹⁶⁴ The current version was established by Senate Resolution No. 6/2020. (02.27.), dated 27 February 2020.

(2) A sign informing visitors about the operation of the camera system has been installed in a clearly visible location outside the College building, at the entrance. This policy is available on the College's website and in printed form on the bulletin board in the entrance hall. By entering the College building, the individual acknowledges the existence of video surveillance and agrees that footage may be recorded of them for the purpose and on the legal basis specified in Section I. (1).

VI. Protection of Personality Rights

(1) Recorded camera footage may be viewed within 3 days from the time of recording in cases of suspected infraction or criminal offense, or if another verified legitimate interest justifies the viewing.

(2) Copies of the recorded footage may be made, and the footage may be shared with third parties, only in cases and under conditions specified by law. Anyone with a legitimate interest (e.g., legal proceedings) may request the College to refrain from deleting the footage by providing proof of that legitimate interest. If no request is received from an authority or court within the following 30 days, the footage must be deleted.

(3) Live images captured by the camera system can be viewed on the monitor connected to the DVR and via online access. Only the persons operating the camera system—namely, the head building caretaker, the school caretaker, and, for IT support purposes, the Director of Academic Affairs and the Academic IT Specialist—are authorized to view and access the footage.

(4) The authority to decide on the viewing, copying, or postponement of deletion of footage—except in cases where such actions are required by an official or court request—as well as the right to view the footage, lies with the Rector or the person designated in the Rector's directive on substitution.

(5) The head building caretaker shall prepare a report—both on the designated form and electronically—on the time and purpose of any viewing of the footage.

(6) Persons operating the camera system are required to ensure the protection of personal data processed by the security camera system in full compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation / GDPR), Act CXII of 2011 on the Right of Informational Self-Determination and Freedom of Information (Infotv.), and the College's Data Protection and Data Management Policy (AASZ).

VII. Request for Information on Data Processing

Individuals appearing in the footage are entitled to request written information about the processing of the recordings, to which the College shall respond in writing within a maximum of 30 days.

Request Form for Viewing Recorded Camera Footage

[Data Protection and Data Management Policy Section 1.7.3.11 and Annex 4, Section VI]

The following footage recorded by the closed-circuit CCTV surveillance system of the Dharma Gate Buddhist College was viewed by the person named below:

Time of recording:

Duration of viewed footage: ____ hours ____ minutes

Brief description of the person(s) or event appearing in the footage:

Exact identification of the person viewing the footage:

Legal basis indicated by the viewer:

Viewing date: ____ year ____ month ____ day

Time period: from ____ to ____

Name of the person authorizing the viewing:

Date:

authorizer

Viewer

head building caretaker