# *CCTV Management Policy*

# *Version 2.7*

## Document version control page
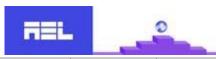
## Prepared By

| Version | Date | Author | Update Description |
|---------|------|--------|--------------------|
| 1.0 | 12/06/08 | JayaseelanJ | Initial Issue |
| 1.1 | 22/08/08 | JayaseelanJ | Format changes |
| 1.2 | 10/09/09 | JayaseelanJ | Policy Document Reviewed |
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| 1.6 | 27/06/2013 | Jayaseelan J | • Policy Document Reviewed<br>• Point 4.4 " All the surveillance cameras are identified by the singe "CCTV Camera" is removed from the class 4. Reference Statement<br>• Point 4.2 and 4.3 updated |
| 1.7 | 27/06/2013 | Jayaseelan J | Policy Document Reviewed |
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## Reviewed and Approved By

| Version | Date | Reviewed by | Approved By | Owner |
|---------|------|-------------|-------------|-------|
| 1.0 | 12/06/08 | Mr. Madhavaswamy | Mr. R.Kumar | ISM |
| 1.1 | 22/08/08 | Mr. Madhavaswamy | Mr. R.Kumar | ISM |
| 1.2 | 10/09/09 | HR Director | Mr. R.Kumar | ISM |
| 1.3 | 13/07/2010 | HR Director | Mr. R.Kumar | ISM |

| 1.4 | 28/11/2011 | HR Director | Mr. R.Kumar | ISH |
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| 1.5 | 27/06/2012 | HR Director | Mr. R.Kumar | ISH |
| 1.6 | 28/06/2013 | HR Director | Mr. R.Kumar | ISH |
| 1.7 | 21/06/2014 | HR Director | Mr. R. Kumar | ISH |
| 1.8 | 01/08/2014 | HR Director | Mr. R.Kumar | ISH |
| 1.9 | 22/06/2015 | HR Director | Mr. R.Kumar | ISH |
| 2.0 | 14/06/2016 | HR Director | Mr. R. Kumar | ISH |
| 2.1 | 15/11/2017 | HR Director | Mr. R. Kumar | ISH |
| 2.2 | 12/06/2018 | HR Director | Mr. R. Kumar | ISH |
| 2.3 | 10/07/2019 | HR Director | Mr. R. Kumar | ISH |
| 2.4 | 09/11/2020 | HR Director | Mr. R. Kumar | ISH |
| 2.5 | 06/12/2021 | HR Director | Mr. R. Kumar | ISH |
| 2.6 | 02/12/2022 | HR Director | Mr. R. Kumar | ISH |
| 2.7 | 05/12/2023 | HR Director | Mr. R. Kumar | ISH |

## 1. PURPOSE

CCTV Management Policy is to establish a framework to monitor the data centre by the adopted Camera devices within AEL Data. AEL Data adoption of recommended standards and associated conformity assessment programs will help the Organisation to enhance the security at data centre by effective use of Surveillance camera device.

## 2. SCOPE

This policy applies to the entire Departments of AEL Data to ensure the effective use of Surveillance camera.

## 3. ROLES AND RESPONSIBILITIES

The responsibility of effective implementation of this policy lies with Information Security Head and IT Dept.

## 4. REFERENCE STATEMENTS

4.1. CCTV will be monitored by IT/IS Dept and Security Guard all the time.
4.2. The Surveillance camera outputs are recorded as movie documented information's in the DVR system.
4.3. The back-up of the movie documented information's are stored in the DVR System are backuped in DVD & Tapes.

## 1. COMPLIANCE

1.1. Audits will be performed on a regular basis by authorized organizations/designated officers of AEL Data.
1.2. Audits will be managed in accordance with the Information Security Audit Procedure.
1.3. Every effort will be made to prevent audits from causing operational failures or disruptions.

## 2. EXCLUSION

There are no exclusions to the above guidelines
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## 3. ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action as per HR & Admin Procedure.