



# ***CCTV Management Policy***

***Version 2.8***

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**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
1.3	12/07/2010	J.Jayaseelan	Policy Document Reviewed
1.4	25/11/2011	Jayaseelan J	Policy Document Reviewed and ISM Name changed to ISH
1.5	27/06/2012	Jayaseelan J	Policy Document Reviewed
1.6	27/06/2013	Jayaseelan J	<ul style="list-style-type: none"><li>• Policy Document Reviewed</li><li>• Point 4.4 “ All the surveillance cameras are identified by the single “CCTV Camera” is removed from the class 4. Reference Statement</li><li>• Point 4.2 and 4.3 updated</li></ul>
1.7	27/06/2013	Jayaseelan J	Policy Document Reviewed
1.8	01/08/2014	Jayaseelan J	Policy Document Reviewed as per ISO 27001:2013 requirement
1.9	22/06/2015	Jayaseelan J	Policy Document Reviewed
2.0	14/06/2016	Jayaseelan J	Policy Document Reviewed
2.1	15/11/2017	Santhosh S	Policy Document Reviewed
2.2	12/06/2018	Santhosh S	Policy Document Reviewed
2.3	10/07/2019	Santhosh S	Policy Document Reviewed
2.4	09/11/2020	Santhosh S	Policy Document Reviewed
2.5	06/12/2021	Santhosh S	Policy Document Reviewed
2.6	02/12/2022	Santhosh S	Policy Document Reviewed
2.7	05/12/2023	Muthukrishnan B	Policy Document Reviewed
2.8	04/12/2024	Muthukrishnan B	Policy Document Reviewed

**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



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1.3	13/07/2010	HR Director	Mr. R.Kumar	ISM
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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
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1.9	22/06/2015	HR Director	Mr. R.Kumar	ISH
2.0	14/06/2016	HR Director	Mr. R. Kumar	ISH
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2.6	02/12/2022	HR Director	Mr. R. Kumar	ISH
2.7	05/12/2023	HR Director	Mr. R. Kumar	ISH
2.8	04/12/2024	HR Direvtor	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

## **3. ENFORCEMENT**

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