

# KPN Security Policy



## KSP – Rule

Title	Use of Surveillance Cameras	A diagram showing the hierarchy of KPN's security policy. It consists of five document icons. On the left, three icons are stacked vertically: 'Top level policy (mandatory)', 'Standards (mandatory)', and 'Rules (mandatory)'. A vertical line connects them. To the right of 'Rules (mandatory)' are two more icons: 'Guidelines (supporting)' and 'Tools (supporting)', connected by a horizontal line.
ID	KSP-FA04-RL04	
Funct. Area	04 – Physical Security	
Date	13 November 2015	
Version	v1.3	
Status	Approved	
Owner	CSO	

### Summary

This Rule is applicable to all buildings owned by KPN or by companies in which KPN has a participating interest of 50% or more.

### Disclaimer

The content of this document is to describe KPN's policy on this specific topic. If and when this document is partly or fully disclosed to parties outside of KPN, it's important to hereby note towards those parties that this contains KPN's intended policy and cannot in any way be read or construed to be an explicit or implied formal guarantee or promise that its content can always be fully executed or complied to.

<b>ID</b>	KSP-FA04-RL04-R01
<b>Title</b>	<u>Camera use</u>
<b>Description</b>	<p>Camera monitoring may only be deployed to meet one or more of the following main objectives.</p> <ol style="list-style-type: none"> <li>1. To ensure the safety and security of persons, property, and premises.</li> <li>2. To prevent loss or damage as a result of misuse or criminal activity (deterrent effect).</li> <li>3. Registration of incidents for the purpose of process monitoring</li> <li>4. To assist in the subsequent investigation of an incident.</li> <li>5. To assist the police or other authorities in identifying and apprehending the perpetrator of a criminal offence.</li> <li>6. For analysis with a view to improving prevention measures.</li> </ol> <p>Cameras must be deployed in line with the Guideline for Camera Use.</p>
<b>Related documents</b>	KSP-FA04-GL03 - Camera Use

<b>ID</b>	KSP-FA04-RL04-R02
<b>Title</b>	<u>Regulations</u>
<b>Description</b>	When deploying cameras within The Netherlands, KPN must adhere to the Dutch Data Protection Act (Wbp).
<b>Related documents</b>	N/A

<b>ID</b>	KSP-FA04-RL02-R03
<b>Title</b>	<u>Auditing</u>
<b>Description</b>	The camera systems must be audited annually.
<b>Related documents</b>	N/A

<b>ID</b>	KSP-FA04-RL04-R04
<b>Title</b>	<u>Recording</u>
<b>Description</b>	Camera images will be registered according to the Dutch Law.
<b>Related documents</b>	KSP-FA04-RL02 - Physical Security of Office Buildings KSP-FA04-RL03 - Physical Security of Technical Buildings KSP-FA04-GL03 - Camera Use

<b>ID</b>	KSP-FA04-RL04-R05
<b>Title</b>	<u>Management concept</u>
<b>Description</b>	<ol style="list-style-type: none"> <li>1. Technical and functional management must be separated.</li> <li>2. Only KPN Security may authorize other departments to view images.</li> <li>3. The hardware, including the networks, is owned by the departments acting as building owner on behalf of KPN.</li> <li>4. The images are owned by KPN Security. This is governed by the <i>Protocol voor Integriteitonderzoeken KPN</i> and the <i>Privacygedragscode Integriteitconsultant</i>.</li> </ol>
<b>Related documents</b>	N/A

<b>ID</b>	KSP-FA04-RL04-R06
<b>Title</b>	<u>Retention period</u>
<b>Description</b>	Camera images will be registered according to the Dutch Law, 28 calendar days. The CSO may decide to retain images for a longer period if an investigation so requires.
<b>Related documents</b>	N/A

<b>ID</b>	KSP-FA04-RL04-R07
<b>Title</b>	<u>Notification</u>
<b>Description</b>	Wherever camera monitoring is deployed and the images are stored, the public has to be notified by means of a pictogram/sign or an appropriate text.
<b>Related documents</b>	N/A



<b>ID</b>	KSP-FA04-RL04-R08
<b>Title</b>	<u>Provision of information</u>
<b>Description</b>	<p>In case of criminal behavior and/or incidents, recorded information (images) may be given to:</p> <ul style="list-style-type: none"> <li>• The KPN Security Integrity Consultant;</li> <li>• The police (in case KPN Security reports a criminal offence).</li> </ul> <p>After receipt of an order or authorization, recorded information can only be given in the context of a legal investigation by or on behalf of the KPN Security CSO to:</p> <ul style="list-style-type: none"> <li>• A police officer;</li> <li>• The public prosecutor ('OvJ');</li> <li>• The examining magistrate ('RC').</li> </ul>
<b>Related documents</b>	N/A