# Document Control

## Versioning

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| --- | --- | --- |
| **Name** | **Date** | **Reason** |
| Version 1 | February 1, 2019 | Placed into production |

## Applicable Parties

This document is strictly confidential and should only be distributed or viewed by the following parties:

* HAL Designated Associates
* HAL Regional Employees (Compartmented to the Division)
* HAL Management Team
* HAL Auditing Team

## Review Period

This document is subject to review by the Information Security Policy Committee (ISPC) at a minimum interval of quarterly (every 3 months) at a maximum interval of bi-annually (every 6 months).

### Previous Reviews

|  |  |  |
| --- | --- | --- |
| **Committee** | **Review Date** | **Approval Date** |
| ISPC | 7/15/2018 | 8/1/2018 |
| CEO | 1/21/2019 | 1/22/2019 |
| Corporate CISO | 1/23/2019 | 1/23/2019 |

# Purpose

The purpose of this policy is to balance the needs of HAL, Inc. to protect the staff and visitors in their workplace as well as the assets of the firm against the individual rights to privacy of the staff and visitors. This is done while adhering to the Personal Information Protection Act (PIPA).

# Scope

## Applicability

This policy applies to all HAL employees and affiliates at all HAL facilities and locations world-wide.

## Ownership

This policy is under the direct control of the HAL Corporate CIO with input from other members of management with an interest in the program.

# Policy

## General Guidelines

The use of video surveillance is a tool to protect property from vandalism and increase the security of staff and tenants. Before utilizing any video surveillance technology, HAL, Inc. will first consider alternative strategies to improve the safety and security of staff and visitors. This includes limiting Closed Circuit Television (CCTV) coverage to uses that do not violate people's "reasonable expectation of privacy" as defined by PIPA.

HAL, Inc. will, from time to time, implement video surveillance technologies on HAL owned or controlled premises as the needs of the organization warrant. Employment at HAL constitutes to have your work area monitored using video surveillance equipment.

# Enforcement

Any employee found to be in violation this policy may be subject to disciplinary action, up to and including termination of employment.

*NOTE: As part of the SECCDC event, team sare strongly cautioned NOT to touch or interfere with the operations of any video surveillance technology.*