

In accordance with applicable personal data protection legislation, the public institute AJDOVŠČINA SPORTS INSTITUTE (*ZAVOD ZA ŠPORT AJDOVŠČINA*), adopted the following

RULES ON VIDEO SURVEILLANCE AT THE AJDOVŠČINA SPORTS INSTITUTE

I. GENERAL PROVISIONS

Article 1

- (1) These Rules regulate the purpose and use of the video surveillance system, the method of ordering the recording, the handling of recordings, and the supervision over the use of recordings. The Rules also regulate the collection, processing and protection of personal data associated with the video surveillance system.
- (2) The personal data record consists of the video recording of the individual, which includes the recording (image), location data, and time and date of recording.
- (3) Employees shall be informed in writing prior to the implementation of the video surveillance system; this includes cases of expanding the area of surveillance (e.g. installing new video cameras). Employees shall be informed about the surveillance area, the purpose of video surveillance, the length of data storage, and whether video surveillance is processed unusually or would result in a significant impact.
- (4) These Rules apply to the following locations:
 - The Ajdovščina Sports Institute Sports Centre (*Zavod za šport Ajdovščina, Športni center, Cesta 5. maja 14, SI-5270 Ajdovščina*);
 - The Youth Cultural Centre Hiša Mladih Ajdovščina (*Mladinski kulturni center Hiša mladih Ajdovščina, Cesta IV. prekomorske 61a, SI-5270 Ajdovščina*);
 - The Football Stadium (*Nogometni stadion, Goriška cesta 44, SI-5270 Ajdovščina*).

II. PURPOSE AND OBJECTIVE OF THE VIDEO SURVEILLANCE SYSTEM

Article 2

- (1) The purpose of the video surveillance system is:
 - to aid in achieving the optimal level of security of persons and property managed by the Institute in the surveilled zone, and deterring persons who could endanger the safety and health of other persons and property from entering;
 - to ensure the security of business facilities and monitor entries to and exits from the business premises.
- (2) The objective of the video surveillance system is to attain a higher level of security of persons and property, which cannot be attained without the use of a video surveillance system. Based on previous experience and measures carried out by the Institute, as well as demonstrated risks and hazards in the work process, and the purpose as detailed in the previous paragraph, adequate security cannot be attained through other, more moderate measures.

III. IMPLEMENTATION AND MANAGEMENT OF THE VIDEO SURVEILLANCE SYSTEM

Article 3

- (1) The Director of the Institute (hereinafter: 'Responsible Person') shall be responsible for the issuing of the decision on video surveillance and informing the employees in writing about the contents of these Rules.
- (2) The Responsible Person or the person authorised by the Director shall be responsible for deciding on the eligibility of access to and the provision of information on video recordings, as well as the storage of recordings on portable media.
- (3) The Director may authorise an individual to be:
 - responsible for managing and ensuring uninterrupted operation of the video surveillance system;
 - authorised for reviewing the archived recordings when this is justified and an eligibility assessment is carried out, as well as maintaining video surveillance records and lists in accordance with these Rules;
 - responsible for protecting the video recordings, stored on a suitable medium, and transferring the recordings to external institutions that meet the conditions of these Rules and have the appropriate legal basis (police, courts of law, insurance companies, etc.).
- (4) The Director may also authorise persons to have access to the live feed. This level of authorisation may be given to employees who need access to the live feed in order to carry out their work, i.e. ensuring health and safety of persons and property.
- (5) On the basis of a specific agreement that shall be concluded in writing and contain all the necessary provisions, as required by the personal data protection regulations in force, the operation of video surveillance may be entrusted to a third party who is an authorised contractor, registered to carry out this work, and able to provide suitably qualified staff and the required technical capabilities.
- (6) Video surveillance system operators shall be suitably qualified for the management and use of video surveillance systems and shall handle the equipment with care and in accordance with technical instructions.

Article 4

- (1) A record of the use of the video surveillance system shall be kept by the video surveillance system operators. They shall log:
 - changes to settings and who ordered them;
 - malfunctions and technical faults;
 - repair interventions and potential notes.
- (2) The record of the use of the video surveillance system shall also be utilised to record any processing of personal data, which is collected through the use of the video surveillance system. This ensures that for each access to or use of the recordings it is possible to subsequently ascertain which recordings have been processed, when and how they were used or to whom they were transferred, and who, when and for what purpose or on what legal basis has carried out these processing operations. This data shall be stored for a period of two years from the end of the year in which it was created.
- (3) Access to, use, or transfer of the video surveillance system recordings shall only be permitted for the purposes that had a legal basis or were declared with a notice at the time of recording.

Article 5

- (1) The recordings obtained by the video surveillance system shall be classified as 'internal' and shall be stored in accordance with the regulations on the protection of personal data in force, the internal rules on the protection of personal data, and these Rules on video surveillance.

Article 6

- (1) The video surveillance recordings shall be stored on a hard drive and automatically overwritten after seven (7) days. This shall apply to all video cameras connected to the recording device.

Article 7

- (1) Recordings of individual incidents shall be stored on portable media (USB flash drive, etc.) when the Responsible Person deems that a recording of such an event should be stored in order to provide evidence in an appeal, compensation, disciplinary, or criminal proceedings. Such recordings shall be stored until the conclusion of the proceedings or until handed over to the competent authorities. Recordings stored on portable media shall be kept on the Responsible Person's premises; the same applies to all other personal data.
- (2) A record shall be kept of all recordings defined in Paragraph 1 of this article, and include the following data:
 - date and time of recording;
 - video camera ID;
 - brief description of the recording;
 - storage location of the recording;
 - deletion or destruction date of the recording;
 - who ordered and who carried out the overwriting.
- (3) Video cameras equipped to show a live feed are detailed in APPENDIX 1.
- (4) Access to the live feed shall only be granted to an authorised person, defined in APPENDIX 1, who shall hold full responsibility.

Article 8

- (1) Should the recordings of a specific event or state give rise to suspicion of a criminal offence, the State Prosecutor's Office or the Police shall be informed. Upon written request, the recording shall be handed over to the Police, State Prosecutor's Office, or another competent authority in print or on a portable medium.

Article 9

- (1) Persons at the Institute authorised to review the recordings are defined in APPENDIX 1.

Article 10

- (1) In order to keep track of potential incidents, operational managers and video surveillance system operators shall only be authorised to view the recordings that were created during their most recent shift.

Article 11

- (1) A notice on video surveillance shall be clearly and prominently displayed, in order to enable an individual to be informed of the video surveillance and opt out from entering the monitored area.
- (2) The notice shall contain all information in accordance with the legislation in force.

IV. TECHNICAL REQUIREMENTS OF THE VIDEO SURVEILLANCE SYSTEM

Article 12

- (1) The locations of the video cameras and their purposes are detailed in APPENDIX 1.
- (2) The following types of video cameras may be used:
 - video cameras for surveillance and security of indoor spaces;
 - video cameras for surveillance and security of building surroundings.
- (3) The video cameras surveilling building entrances shall be directed in such a way that they only monitor the limited security zone essential to maintain building security.
- (4) Video cameras shall not be installed in lifts, toilets, changing rooms, hostel rooms and other similar spaces where one may reasonably expect a higher degree of privacy.
- (5) In the event that the number or location of video cameras detailed in this Article should change after the adoption of these Rules, the Responsible Person shall issue a Decision and inform all employees about the change(s).

Article 14

- (1) The recording device must ensure that:
 - its settings can only be accessed with a distinct access password;
 - the reviewing of recordings is only possible with an individual password;
 - it records every entry into the reviewing mode, records who accessed the video surveillance system reviewing mode and when, and which recordings have been reviewed (video camera ID, start and end review timestamps).
- (2) The recording device shall be technically secured in a manner that prevents unauthorised persons from accessing it and prevents its theft or destruction. Should the recording device not support the abovementioned functionalities, a separate record shall be kept and log:
 - the name and surname of the person or the name of the authority who reviewed the recordings;
 - the date and time of review;
 - the recordings reviewed (video camera ID and start and end review timestamps).The recording device shall have a technical means for recording on a suitable portable medium (CD, DVD, USB flash drive, etc.).

Article 15

The provisions of the Personal Data Protection Act (ZVOP-2), the GDPR, and the provisions of each decision on video surveillance and rules governing personal data protection at the Institute shall apply to address matters regarding the processing and protection of personal data that are not covered by these Rules, particularly in relation to the technical and organisational procedures and measures for the protection and safeguarding of personal data, the grounds for the processing of personal data, the recording of processing activities, as well as the storing, accessing, transferring and taking action in case of personal data breaches, and managing contractual relationships with the processors of personal data.

Article 16

- (1) The Responsible Person – the Director of the Institute – shall supervise the implementation of the provisions of these Rules.

Article 17

- (1) These Rules shall enter into force on the date of receipt and signature by the Director and shall be published on the Institute noticeboard.

Number: 143/400/2023

Date: 09/10/2023

Date of entry into force: 10/10/2023



Ajdovščina Sports Institute (*Zavod za šport Ajdovščina*)

Director: Uroš Pintar, mag. posl. ved [MBA]

[signature]

APPENDIX 1

- (1) At the Ajdovščina Sports Institute Sports Centre (*Zavod za šport Ajdovščina, Športni center, Cesta 5. maja 14, SI-5270 Ajdovščina*), the video cameras monitor:
 - the Institute lobby (1 video camera);
 - the fitness centre (6 video cameras);
 - the fitness centre entrance (1 video camera);
 - the swimming pool reception (1 video camera);
 - the corridors (5 video cameras);
 - the service entrance (1 video camera);
 - the sauna – corridor (1 video camera);
 - the multi-purpose sportsground (1 video camera);
 - the artificial turf football pitch (1 video camera).
- (2) *The video cameras at the following locations support live feed monitoring:*
 - *the Institute lobby, the fitness centre, the fitness centre entrance, the swimming pool reception, the corridors, the service entrance, the multi-purpose sportsground, and the artificial turf football pitch.*
- (3) At the Youth Cultural Centre Hiša Mladih Ajdovščina (*Mladinski kulturni center Hiša mladih, Cesta IV. Prekomorske 61a, SI-5270 Ajdovščina*), the video cameras monitor:
 - the main entrance to the Youth Centre (1 video camera);
 - the lobby – upper passage from the staircase past the hostel reception (1 video camera).
- (4) *The video cameras at the following locations support live feed monitoring:*
 - *the main entrance to the Youth Centre and the lobby – upper passage from the staircase past the hostel reception.*
- (5) At the Football Stadium (*Nogometni stadion, Goriška cesta 44, SI-5270 Ajdovščina*), the video cameras monitor:
 - the east side of the facility – the main pitch (1 video camera);
 - the south side of the facility – the entrance and car park (1 video camera);
 - the east side of the facility – the auxiliary pitch (1 camera).
- (6) *The video cameras at the following locations support live feed monitoring:*
 - *the south side of the facility – the entrance and car park;*
 - *the east side of the facility – the auxiliary pitch.*

The Ajdovščina Sports Institute Director is the person responsible for operating and managing the video surveillance system, accessing stored recordings, reviewing, processing and storing data (recordings), keeping a record of the video surveillance system, keeping lists in accordance with these Rules, and transferring the recordings to external institutions.

The staff who permanently or occasionally hold employment roles at the Institute shall be authorised to have access to the live feed in order to carry out their work, i.e. ensure health and safety of persons and property at all three locations – Ajdovščina Sports Institute Sports Centre (*Športni center Ajdovščina, Cesta 5. maja 14, SI-5270 Ajdovščina*), Youth Cultural Centre Hiša Mladih Ajdovščina (*Mladinski kulturni center Hiša mladih, Cesta IV. Prekomorske 61a, SI-5270 Ajdovščina*), and Football Stadium (*Nogometni stadion, Goriška cesta 44, SI-5270 Ajdovščina*).