

SECURITY AND SURVEILLANCE POLICY FOR S' RESIDENCES RESIDENTS

Purpose and Scope:

This policy outlines the safety and surveillance protocols at S' Residences, ensuring a secure, monitored, and accountable living environment for all residents. It defines acceptable behavior regarding surveillance infrastructure, access control, and interactions with the security team.

Security Infrastructure and Coverage:

- 1.1. S' Residences maintains 24x7 on-site security personnel and an integrated CCTV surveillance system.
- 1.2. CCTV cameras are installed in key common areas such as:
 - Building entrances and exits, Lift lobbies and staircases, Common areas
 - Corridors and reception areas, Parking zones and outdoor paths
- 1.3. Surveillance systems are operational round-the-clock and monitored by authorised staff to ensure safety and prevent incidents.

Resident Access and Movement:

- 2.1. Biometric turnstile access is mandatory for all residents for entry and exit.
- 2.2. Entry or exit without biometric recording, including tailgating, is considered a policy violation and will be logged.
- 2.3. Security guards are authorised to request ID verification at any time in case of suspicious behaviour or security alerts.

CCTV and Data Privacy:

- 3.1. CCTV footage is strictly used for safety, incident investigation, and operational monitoring by the hostel administration.
- 3.2. Access to recorded footage is restricted to designated personnel only and may be shared with legal authorities if required.
- 3.3. Residents are not permitted to request or view CCTV footage unless approved in writing by the Hostel Manager for a valid reason.

Prohibited Actions:

- 4.1. Residents are strictly prohibited from:
 - Tampering with or obstructing CCTV cameras
 - Disconnecting or damaging security equipment (including biometric scanners or turnstiles)
 - Allowing unauthorised persons into the building
 - Sharing access cards or bypassing biometric registration
- 4.2. Any violation of the above will be treated as a serious disciplinary offense and may result in:
 - Fines, Suspension of access privileges, Eviction, Legal action, where applicable

Visitor and Delivery Management:

- 5.1. All visitors must register at the security desk and are permitted only in designated common areas during visitor hours.
- 5.2. No visitor is allowed into residential corridors or rooms.
- 5.3. Delivery personnel (food, courier, etc.) must hand over parcels at the designated delivery point near the main entrance and are not permitted beyond that zone.

Emergency Preparedness:

- 6.1. The security team is trained to handle emergencies including fire, evacuation, medical alerts, or trespassing.
- 6.2. Residents must cooperate fully with security staff during drills or emergency announcements.
- 6.3. Emergency contact numbers and escalation protocols are displayed prominently in all hostel blocks.

Amendments:

- 7.1. This policy is subject to periodic updates based on security audits, technological upgrades, or regulatory compliance.

By adhering to the Security and Surveillance Policy, residents of S' Residences help maintain a safe, respectful, and professionally monitored living environment that prioritizes the well-being of every student.