

General Regulations on video surveillance at Università della Svizzera italiana¹

of 14.07.2006 (last amended on 23.06.2026)

Disclaimer: These General Regulations on video surveillance at Università della Svizzera italiana have been drawn up in Italian. A non-legally binding English translation has been provided for information purposes only. The Italian version shall prevail over the English translation.

The Council of the Università della Svizzera italiana

having regard to the Cantonal Act on Public Video Surveillance of 12 June 2025 (LViSo), the Cantonal Act on the Protection of Personal Data of 9 March 1987 (LPDP; Art. 2 para. 2 and Art. 6 para. 1 LPDP), the Cantonal Act on Universities of 3 October 1995 (LSU; Art. 1 para. 1 and Art. 8 para. 1 let. a), the Statute of the Università della Svizzera italiana of 20 March 2020 (Art. 10 para. 1 let. a), as well as the General Regulations on the Processing and Protection of Personal Data of the Università della Svizzera italiana (USI) of 4 July 2006 (Art. 2 para. 1),

decrees:

Art. 1 **Scope and purpose** **of video** **surveillance¹**

- ¹ This Regulation applies to deterrent and/or intrusive video surveillance activities - as well as to the processing of personal data related thereto - carried out by USI itself, or by external persons appointed by it, on public property or on administrative assets and infrastructure under its responsibility, in compliance with fundamental freedoms and the rights of the university community, the public, and, more generally, the users of the video-monitored premises.
- ² Video surveillance activities are primarily carried out to maintain and promote public safety and order, in support of the competent administrative or judicial authorities. In particular, they are conducted with the aim of:

¹ Already known as Regulations on video surveillance at Università della Svizzera italiana.

-
- a. to protect the life, physical integrity and other legally protected interests of users of the infrastructure managed and monitored by USI;
 - b. to safeguard university assets and infrastructure;
 - c. to prevent and detect unlawful acts;
 - d. to manage any emergency situations involving significant legal interests protected by the legal order;
 - e. in clearly defined cases, to manage access to administrative assets or facilities managed by USI, or to ensure their logistics.
- ³ In this text, terms in the masculine form are to be understood as inclusive and referring to people of any gender.
-

Art. 2
Definitions²

- ¹ For the purposes of these Regulations, the following terms shall have the following meanings:
- a. “Controller of processing”: the authority or administrative body that decides or enacts rules, in particular regarding the means, purposes, scope, and modalities of video surveillance, the data processed, the retention period, and the security measures; it also oversees the application of these Regulations and, more generally, of the applicable legislation, and is accountable in the event of a violation.
 - b. “Processor”: the person or entity responsible for processing data on behalf of and under mandate from the Controller of processing.
 - c. “Deterrent video surveillance (or preventive and repressive)”:
 - i. the activity carried out to prevent threats and disturbances to public safety and order, through the clearly identifiable installation of video surveillance equipment with a field of view limited to a specific item of public property.
 - ii. deterrent video surveillance is designed for the continuous recording of image signals. To the extent technically and financially feasible, the protected assets or interests are masked by privacy filters.
 - iii. As a rule, image analysis takes place after the commission of an unlawful act, for the purpose of identifying and prosecuting those responsible.
 - d. “Intrusive video surveillance”:
 - i. the activity carried out to manage access to administrative assets or public facilities, as well as the logistical aspects related thereto.
 - ii. Intrusive video surveillance is carried out in real time, with unmasked images. The recording of images is reserved where necessary.
-

Art. 3
Controller of processing, implementing provisions and supplementary law³

- ¹ USI is the Controller of processing within the meaning of Art. 2 para. 1 lit. a of these Regulations.
- ² USI shall issue the provisions necessary for the implementation and execution of these Regulations. In particular, it shall define binding internal
-

procedures for the technical and organizational management of video surveillance, and shall determine, inter alia:

- a. the responsible administrative Services and their respective competences;
- b. the locations subject to video surveillance;
- c. the modalities and conditions of video surveillance;
- d. data access rights and security measures.

- ³ USI shall ensure the application of and compliance with the General Regulations on the Processing and Protection of Personal Data of USI, these Regulations, and the applicable data protection legislation.
-

Art. 4

Use and principles⁴

- ¹ USI manages video surveillance and the information processed in compliance with all applicable principles governing the processing of personal data, in particular the principles of lawfulness, proportionality and purpose limitation, traceability, accountability, and data security.
 - ² USI shall regulate, in the implementing Provisions, the responsibilities, procedures, and conditions governing the installation and use of cameras for monitoring video-surveilled areas.
 - ³ Video surveillance must be suitable and necessary for the purposes for which it is established, and there must be a reasonable balance between the intrusion into personal privacy and the objective pursued. In particular, the installation and use of video surveillance equipment must respect the private sphere, health, and freedom of movement of users of the monitored areas.
 - ⁴ Recordings may not be used or disclosed for a purpose which, according to the principle of good faith, would be incompatible with the purposes set out in these Regulations.
 - ⁵ Video surveillance is of a fixed type and may be carried out 24 hours a day within the limits imposed by the applicable data processing principles.
-

Art. 5

Information and signage⁵

- ¹ Data subjects shall be adequately informed about the processing of personal data related to the management of video surveillance, in particular through the posting of signs and notices in the vicinity of individual cameras.
 - ² Such signage must be clearly visible and comprehensible and, where multiple cameras are present, appropriately repeated.
 - ³ USI drafts and adopts implementing provisions that define and give effect to the preceding paragraphs.
-

Art. 6

Retention period and destruction of the images⁶

- ¹ As a rule, video recordings obtained through video surveillance may be retained for as long as there are specific and objective needs for their use and, therefore, as long as they are necessary for the purposes for which they were lawfully collected or processed; that is for a maximum period of 30 days.
 - ² The retention of a copy of the video recordings is reserved where required for evidentiary purposes in civil, criminal, or administrative proceedings, until the conclusion of such proceedings.
-

	³ At the end of the retention period, the data must be deleted automatically and permanently using systems suitable to ensure their irrecoverability.
Art. 7 Disclosure of data to third parties⁷	¹ As a rule, personal data contained in video recordings are not disclosed to third parties ⁸ . ² In the case of civil, criminal, or administrative proceedings, video recordings may be disclosed to the competent authorities insofar as this is necessary for evidentiary and/or investigative purposes. USI shall define in the Implementing Provisions the principles and requirements for proceeding in this regard ⁹ . ³ Personal data of third parties not concerned by the proceedings shall be anonymized ¹⁰ .
Art. 8 Information security and data protection¹¹	¹ USI establishes and implements all reasonable and necessary measures to ensure the security of information processed in the context of video surveillance, in particular to prevent misuse, destruction, accidental or intentional loss of personal data, and any processing that is unauthorized or not in line with the purposes of the recordings. In particular, USI takes all necessary measures to prevent unauthorized third parties from accessing premises, using equipment, or viewing material containing personal data, and to ensure the traceability of operations carried out on the IT systems and, more generally, on the operational management of video surveillance. ² To the extent not expressly provided for in this Regulation, the Cantonal Act on the Protection of Personal Data (LPDP) and the Cantonal Act on Public Video Surveillance (LViSo) shall apply.
Art. 9 Processing of data on behalf of third parties¹²	¹ Within the framework of cooperation with third parties in relation to the joint management of video-monitored premises, in accordance with the principles of complementarity and efficiency with SUPSI (Art. 1 para. 5 LSU), affiliation agreements, and any other agreements with entities having separate legal personality (for example, foundations) that own the land or areas managed by USI for its purposes, USI may be entrusted with the management of video surveillance also on behalf of such entities, subject to the conclusion of a specific agreement and in accordance with the operational conditions set out in these Regulations and the relevant implementing provisions.
Art. 10 Entry into force¹³	¹ These General Regulations enter into force on 01.07.2026.

¹ Art. amended by decision of the University Council of 23.06.2026 (with effect from 01.07.2026)

² Art. inserted by decision of the University Council of 23.06.2026 (with effect from 01.07.2026)

³ Art. amended by decision of the University Council of 23.06.2026 (with effect from 01.07.2026)

⁴ Art. renumbered and amended by decision of the University Council of 23.06.2026 (with effect from 01.07.2026)

⁵ Art. renumbered and amended by decision of the University Council of 23.06.2026 (with effect from 01.07.2026)

⁶ Art. renumbered and amended by decision of the University Council of 23.06.2026 (with effect from 01.07.2026)

⁷ Art. renumbered by decision of the University Council of 23.06.2026 (with effect from 01.07.2026)

⁸ Para. amended by decision of the University Council of 23.06.2026 (with effect from 01.07.2026)

⁹ Para. amended by decision of the University Council of 23.06.2026 (with effect from 01.07.2026)

¹⁰ Para. renumbered by decision of the University Council of 23.06.2026 (with effect from 01.07.2026)

¹¹ Art. renumbered and amended by decision of the University Council of 23.06.2026 (with effect from 01.07.2026)

¹² Art. inserted by decision of the University Council of 23.06.2026 (with effect from 01.07.2026)

¹³ Art. amended by decision of the University Council of 23.06.2026 (with effect from 01.07.2026)