

ID Check, Scan & Retention Policy

Purpose

At Campus Hub, the safety, security, and well-being of our residents are our top priorities. To ensure a secure living environment and to streamline the check-in process, we require all residents and visitors to present a valid form of identification at the time of check-in. This policy outlines the reasons for ID scanning at check-in and the privacy measures in place to protect personal information.

Why We Scan IDs

1. **Verification of Identity:** Scanning IDs ensures that we accurately verify the identity of all individuals checking into the residence. This helps to confirm that only authorized students and guests are permitted entry, reducing the risk of unauthorized access. As part of the verification process, we take a copy of the full document, including the photo, to ensure proper identification and security.
2. **Security and Safety:** By keeping a record of who is in the building at any given time, we are better equipped to maintain a safe and secure environment for all residents. In the event of an emergency or security concern, having accurate information about residents and guests helps staff respond quickly and effectively.
3. **Compliance with Residence Policies:** Our residence policies are designed to create a safe and comfortable community. Scanning IDs ensures that all residents and visitors adhere to these policies, including curfews, visitor limits, and other community standards.
4. **Crisis and Emergency Management:** In case of an emergency, such as fire or medical incidents, ID scanning helps provide up-to-date records of who is currently in the residence. This information can be vital to emergency services and residence management for timely and appropriate responses.
5. **Prevention of Fraud:** Scanning IDs helps prevent fraudulent or false identification attempts, ensuring that only legitimate students and guests gain access to the residence.

Privacy and Data Protection

We understand the importance of protecting personal information. The scanned ID data will only be used for the purposes outlined above and will be stored securely in accordance with data protection laws. Only authorized personnel will have access to this data, and it will not be shared with third parties without the consent of the individual, except in cases where it is required by law or in the interest of safety and security.

Conclusion

By implementing ID scans at check-in, we are taking necessary steps to ensure the safety and security of our student residence. We appreciate the cooperation of our residents and guests in adhering to this policy, as it helps create a safer community for everyone.