

# Otemachi-Marunouchi-Yurakucho District Camera System Management and Operation Regulations

Otemachi-Marunouchi-Yurakucho District Camera Management and Operation Committee

(Objectives)

**Article 1** These regulations stipulate the requisite matters regarding the of the cameras installed by the constituent parties and the image recording devices (hereinafter ‘the camera system’) to be used with the objective of deterring the occurrence of crime and accidents in the Otemachi-Marunouchi-Yurakucho district, and achieving area development with safety and peace of mind for those living in, coming to and working in the district.

(Constituent bodies)

**Article 2** The constituent bodies of the camera system in the Otemachi-Marunouchi-Yurakucho district shall be the Council for Area Development and Management of Otemachi, Marunouchi, and Yurakucho and the OMY Area Management Association. Furthermore, the neighborhood associations of Otemachi and Marunouchi shall support the constituent bodies as observers.

(Installation of the cameras etc.)

**Article 3** The Council for Area Development and Management of Otemachi, Marunouchi, and Yurakucho shall, in collaboration with the Council members, install, own and manage the camera system in the locations shown in the Annex.

2 The Council for Area Development and Management of Otemachi, Marunouchi, and Yurakucho shall represent the constituent bodies, bear the cost of maintenance and management of the camera system and apply for subsidies etc. for the maintenance and management costs.

3 When the constituent bodies renew the already installed camera system, alter the installation locations or attempt to install a new camera system, they shall seek the opinions of the Management and Operation Committee stipulated in Article 4.

(Management and Operation Committee)

**Article 4** The constituent bodies shall establish the Otemachi-Marunouchi-Yurakucho District Camera Management and Operation Committee (hereinafter ‘the Management and Operation Committee’) in order to manage, operate and use the camera system.

2 The members of the Management and Operation Committee shall be the Chair of the Council for Area Development and Management of Otemachi, Marunouchi, and Yurakucho’s Committee for Smart City Planning and Promotion, the Secretary-General of the OMY Area Management Association, and the General Manager of the Urban Planning Department of Mitsubishi Estate Co., Ltd, which is a member of the Council for Area Development and Management of Otemachi, Marunouchi, and Yurakucho.

3 The Chair of the Management and Operation Committee shall be the Chair of the Council for Area Development and Management of Otemachi, Marunouchi, and Yurakucho's Committee for Smart City Planning.

4 The Deputy-Chair of the Management and Operation Committee shall be the General Manager of the Urban Planning Department of Mitsubishi Estate Co., Ltd.

5 The meetings of the Management Operation Committee shall be convened and presided over by the Chair.

(Person responsible for management operation and their duties)

**Article 5** The person responsible for management and operation (hereinafter 'the person responsible for management operation') shall be the Chair of the Management and Operation Committee, and in the event of a mishap concerning the Chair the Deputy-Chair shall act on their behalf.

2 The handling of the camera system shall be conducted by the Council for Area Development and Management of Otemachi, Marunouchi, and Yurakucho. It should be noted that the Council may commission work to external parties regarding the handling of the camera system.

3 Those handling the camera system shall stringently observe the matters stipulated in these regulations, and must not divulge to third parties any of the information acquired through the camera system.

4 The person responsible for management and operation shall deal appropriately and swiftly with regard to any complaints about the camera system.

(Indication of installation locations)

**Article 6** The Management and Operation Committee shall indicate the fact that cameras have been installed so the locations of the cameras are clear to local residents and those visiting the district (such as shoppers etc.).

(Important points regarding management operation)

**Article 7** The person responsible for Management and Operation must exercise caution to ensure that the camera system does not unfairly infringe the privacy of individuals.

2 The subjects of the images recorded shall be public places such as roads and not certain private individuals or buildings. However, in the event that the recording of images of private land is unavoidable the prior consent must be obtained of the owners of the private land in questions, its managers, users or occupants.

(Recording method of images and their management)

**Article 8** The Operation Management Committee shall record camera images (and sound) on image recording devices for a period of 24 hours, store them for the period of seven days, and configure the automatic deletion of the recordings immediately after the period of storage.

2 The image recording devices must be securely protected under lock and key, and in addition to storage, security measures shall be taken such as requiring the input of an identification code in order to use the said devices, as well as appropriate measures to ensure images cannot be easily intercepted by other parties.

(Joint use and utilization of recorded images etc.)

**Article 9** The images and sound recorded and stored by the camera (hereinafter ‘recorded images etc.’) may be jointly used with real-time response security services using AI and the organizations indicated in each item below. It should be noted that with regard to use the objectives in Article 1 must be met, the use must be in line with the document sent to Chiyoda City on October 21, 2022 by the Council for Area Development and Management of Otemachi, Marunouchi, and Yurakucho, and the opinion of the Management and Operation Committee sought in advance.

(1) Council for Area Development and Management of Otemachi, Marunouchi, and Yurakucho

(2) Full member companies of the Council for Area Development and Management of Otemachi, Marunouchi and Yurakucho. Please refer to the URL below to see the names of the companies covered: <https://www.tokyo-omy-council.jp/about/members/>

(3) OMY Area Management Association

(4) Mitsubishi Estate Co., Ltd.

(5) The Association for Creating Sustainability in Urban Development of the Otemachi, Marunouchi, and Yurakucho Districts (commonly known as the ECOZZERIA Association)

(6) Otemachi Marunouchi Yurakucho District Parking Control Council

2 In the event that analytical data is created or obtained from the recorded images etc. using AI analysis etc., the analytical data finally possessed must not concern any private individuals. It should be noted that very effort must be taken to appropriately comply in line with the Guidebook for Utilization of Camera Images published by the Ministry of Internal Affairs and Communications and Ministry for Economy, Trade and Industry’s IoT Acceleration Consortium.

3 Recorded images etc. may be released or taken away in the event that demands to see or provide them for the purpose of criminal investigations are made according to the procedures stipulated by law.

4 In the event that recorded images etc. are used, the time and purpose of use, the user, the management number of the camera system, the scope of the recorded images etc. (date and place), and after use the type of data held shall be detailed on the Recorded Images etc. Usage Ledger (appended form). It should be noted that in the event of conducting continuous analysis the period of time shall also be stated on the Recorded Images etc. Usage Ledger.

(Auditing)

**Article 10** The person responsible for management and operation shall report on the state of the management and operation of the camera system to the Management and Operation Committee once a year.

(Other matters)

**Article 11** In the event that matters not stipulated in these regulations arise, they shall be dealt with by the decision of the Management and Operation Committee. However, in urgent cases they shall be dealt with according to the instructions of the person responsible for management.

**Supplementary provision**

The English language version of this document shall be for referential purposes, and the Japanese shall be the original text.

These regulations shall come into force on February 21, 2023.

March 23, 2023 Partially amended.

**Annex**

**Camera system installation locations**

(Council for Area Development and Management of Otemachi, Marunouchi, and Yurakucho)

