



## PUDUCHERRY POLICE

### GUIDELINES TO OWNER/MANAGER OF CYBER CAFÉS AND BROWSING CENTRES

1. In order to establish a Cyber café/Internet Browsing Centre, permission of the District Industries Centre and trade licence from the respective Municipality shall be obtained and the same shall be displayed in the centre.
2. They shall maintain Log Registers in which the visitors/customers shall record the particulars such as their names and addresses, details of computers used etc., in their own hand writing with signature.
3. The visitor/customer shall be allowed to use the facility in the centre only after verifying his/her identity by checking college ID card, voter ID, ration card, driving licence, pan card or any other valid document.
4. If any visitor/customer is found under suspicious circumstance, information about it shall be reported to the local Police Station or to the Police Control Room immediately.
5. The timing of the centre shall be from 08.00 hrs. to 22.00 hrs., under no circumstance, the centre shall remain open after 22.00 hrs.
6. No minor under the age of 12 years shall be allowed to use the facility in the centre.
7. The premises shall be illuminated sufficiently to ensure security of the visitors/customers.
8. The entries in the computer log register should be preserved atleast for a period of six months.
9. Activity server log should be preserved in the main server for a period of minimum six months
10. CCTV or Web camera shall be installed in the reception of the centre to take photographs of customers/users and keep the same on record for six months.
11. They shall not give facility to the visitors/customers to gain access to pornographic sites by installing sufficient firewall and other mechanisms as it is punishable under section **67 of the IT Act 2000**. A notice board indicating it shall be displayed in the centre in a conspicuous place.
12. Entertaining gambling and prohibited lotteries in the cafe is punishable under law and hence steps shall be taken to prevent it.
13. The building owner should collect the details of the tenant before he lend the premises for establishing cyber café/internet browsing centre. The identity of the tenant shall be ensured by the owner by way of checking their ID card, ration card, driving licence, pan card, passport, residential address or any other valid document in respect of the tenant.
14. They shall maintain a register containing the particulars of their employees with details such as name, address, photo, residence phone number, cell phone number etc., and it shall be available in the centre for inspection by the officers.

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