

國立中興大學理學大樓管理委員會監視器系統管理要點

114 年 5 月 22 日 113 學年度第 3 次理學大樓管理委員會會議通過

- 一、為維護校園安全、公共秩序及個人隱私，並確保國立中興大學理學大樓管理委員會(以下簡稱本大樓管委會)所設監視器之影音資料處理與使用一致，兼顧教職員工生權益，特訂定本要點，以規範其管理與調閱程序。
- 二、理學大樓公共區域之監視器由管理委員會統一裝設、維護及管理，其攝錄資料由管理委員會保存與調閱。
- 三、監視器攝錄資料應依下列方式保密與保管：
 - (一) 指派專人管理攝錄資料，並遵守《個人資料保護法》等相關法令規定。
 - (二) 管理人員離職或調職後，仍負保密責任，不得攜出或轉傳任何資料。
 - (三) 設備須保持正常運作，所攝錄資料須保存至少一個月；如無特殊保存需求，系統應設有自動銷毀機制，以確保資料不被過度保存。如有特殊需要，得於保存期限內複製並妥善保存。
- 四、申請調閱或複製監視器資料，應依下列程序辦理：
 - (一) 校內單位或人員須填具「國立中興大學理學大樓管理委員會監視器攝錄資料調閱申請單」，經所屬單位主管簽核後送交管理委員會。
 - (二) 司法機關以正式公文申請者，經學校同意後回覆辦理。
 - (三) 校外人士須經報警，由警方向管理委員會申請調閱資料。
 - (四) 符合調閱事由並經核准後，由本大樓管委會指派人員全程陪同當事人調閱資料。當事人僅得於陪同下現場閱覽影音資料，未經核准不得以任何形式自行儲存資料(包含複製、下載或拍攝)，以確保資料安全與隱私權益。
 - (五) 申請調閱影音資料所填之內容應俱屬實，如有捏造或虛假情事，應自行負擔相關法律責任。
- 五、有下列情形之一者，不得提供調閱或複製：
 - (一) 涉及依法應保密事項者。
 - (二) 恐妨害犯罪偵查、追訴、裁判公正或危及他人生命、身體、自由、財產安全者。
 - (三) 有侵害第三人隱私疑慮者；惟經當事人書面同意者不在此限。
- 六、申請人如需保全證據並提出影音資料複製申請，應於「國立中興大學理學大樓管理委員會監視器攝錄資料調閱申請單」敘明理由並經本大樓管委會審核通過後辦理，且應對與事件無關之人進行去識別化處理。
- 七、所調閱或複製之影像資料，僅限於申請目的使用，不得另行散布、轉傳、公開播送，並應遵守個資法規定，如違反法律造成爭議，申請人自行負責。
- 八、所有「監視器攝錄資料調閱申請單」應保存至少一年備查。
- 九、本要點如有未盡事宜，悉依本校相關規定辦理。
- 十、本要點經管理委員會會議通過後實施，修正時亦同。

Surveillance System Guidelines of the College of Science Building Management Committee, National Chung Hsing University

Approved at the 3rd Meeting of the Science College Building Management Committee for the 2024 Academic Year on May 22, 2025

1. To maintain campus safety, public order, and personal privacy, and to ensure the consistent handling and use of surveillance footage installed by the College of Science Building Management Committee (hereinafter referred to as "the Committee") at National Chung Hsing University, these regulations are hereby established to govern the management and access procedures of such data.
2. Surveillance cameras installed in the public areas of the College of Science Building shall be uniformly installed, maintained, and managed by the Committee. The recorded footage shall also be retained and accessed by the Committee.
3. Surveillance footage shall be kept confidential and managed as follows:
 - (1) Appoint designated personnel to manage the footage in compliance with the Personal Data Protection Act and other relevant laws.
 - (2) Departing or reassigned personnel shall continue to bear confidentiality obligations and shall not remove or transmit any data.
 - (3) Surveillance equipment shall remain in proper working condition, and the recorded footage shall be retained for at least one month. If there is no specific need for extended retention, the system shall include an automatic deletion mechanism to prevent excessive data storage. In case of special needs, the footage may be duplicated and securely preserved within the retention period.
4. Applications for accessing or duplicating surveillance footage shall follow these procedures:
 - (1) University units or personnel must complete the "Surveillance Video Footage Access Application Form" and submit it to the Committee after approval from their unit supervisor.
 - (2) Requests from judicial authorities must be submitted via official documents and will be processed upon the University's approval.
 - (3) External individuals must report to the police, who will then apply to the Committee for data access.
 - (4) Once a valid reason for access is confirmed and approved, the Committee shall assign personnel to accompany the requester throughout the viewing process. The requester may only view the footage on-site under supervision, and may not store the data in any form—including duplication, downloading, or recording—without prior approval, in order to ensure data security and privacy protection.
 - (5) All submitted application information must be truthful. False or misleading applications may lead to legal liability.
5. Access or duplication shall not be granted under the following circumstances:
 - (1) Involves matters that are legally confidential.
 - (2) May interfere with criminal investigations, prosecution, judicial impartiality, or endanger the safety, freedom, or property of others.
 - (3) May infringe on a third party's privacy, unless written consent has been obtained from the parties concerned.
6. If the applicant needs to preserve evidence and requests duplication of the recorded footage, the reason must be clearly stated in the "NCHU Science College Building Management Committee Surveillance Footage Access Application Form" and approved by the Committee. Any footage involving unrelated individuals shall be anonymized prior to duplication..
7. Accessed or duplicated footage shall only be used for the approved purpose. It may not be distributed, transmitted, or publicly broadcast and must comply with personal data protection laws. Applicants bear full responsibility for any legal disputes resulting from misuse.
8. All "Surveillance Video Footage Access Application Forms" shall be retained for at least one year for record purposes.
9. Matters not specified in these regulations shall be handled in accordance with relevant university policies.
10. These regulations shall take effect upon approval by the Committee. Amendments shall follow the same procedure.

國立中興大學理學大樓管理委員會監視器攝錄資料調閱申請單

Application Form for Reviewing Surveillance Footage - Science College Building Management Committee,
National Chung Hsing University

申請人 Applicant		申請日期 Application Date	年 月 日 (YYYY/MM/DD)
申請單位 Affiliated Unit		聯絡電話 Contact Number	
職編/學號 Employee/Student ID		調閱監視畫面 時段 Time Period of Requested Footage	年 月 日 時 分 至 From (YYYY/MM/DD HH:MM)
攝影機地點 Camera Location			年 月 日 時 分 to (YYYY/MM/DD HH:MM)
申請事由 Reason for Request :			
申請人簽章 Applicant's Signature	申請單位主管簽章 Unit Supervisor's Signature	管委會承辦人簽章 Committee Staff Signature	管委會主委簽章 Committee Chair Signature
辦理情形 Processing Records :			
申請人簽章 Applicant's Signature	申請單位主管簽章 Unit Supervisor's Signature	管委會承辦人簽章 Committee Staff Signature	管委會主委簽章 Committee Chair Signature