

National Taipei University of Business Regulations for Video Surveillance System Management and Access

Approved at the 3rd Administrative Meeting of the 2nd Semester of Academic Year 2001 on May 9, 2001
Approved at the 6th Administrative Meeting of the 1st Semester of Academic Year 2010 on December 16, 2010
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- Article 1 Purpose: These Regulations are formulated to ensure the safety of campus buildings and facilities, and to safeguard the public safety and privacy of faculty, staff, and students of the University.
- Article 2 Management Responsibilities:
1. In accordance with the principle of hierarchical responsibility, the Office of General Affairs is authorized as the competent authority responsible for the custody and retrieval of recorded data.
 2. Security personnel shall properly manage the surveillance equipment to ensure its normal operation and shall immediately report any malfunctions for repair.
 3. Security personnel shall exercise the duty of care regarding recorded data. Unauthorized lending, retrieval, or copying of such data is strictly prohibited without prior approval.
 4. The retention period for recorded data shall be limited to 30 days, except for cases where a special project retention has been approved for specific incidents.
- Article 3 Retrieval Procedures:
1. All University faculty, staff, and students who suffer damage to personal property on campus or encounter any unforeseen, unlawful, or improper infringement of rights during the execution of official duties may apply in writing to the competent authority for the retrieval of recorded data.
 2. Procedures:
 - (1) Faculty and Staff: Applicants shall follow administrative procedures by completing the “Application Form for Retrieval of Video Surveillance Footage” (see Appendix 1). Access shall be granted upon approval by the relevant department head and the Office of General Affairs.
 - (2) Students: Students shall proactively follow procedures by submitting the “Application Form for Retrieval of Video Surveillance Footage” (see Appendix 2) to the Campus Security Report Center or the Office of Student Affairs (Life Guidance Division). Access shall be granted upon approval by the Campus Security Report Center or the Office of Student Affairs.
 - (3) Outside agencies or personnel requesting the retrieval of video surveillance data must submit a written application via a police authority. Access shall be granted upon the University's approval, provided that the justification for the request satisfies the necessity for retrieval.
 3. If any information provided by the retrieving agency (personnel) is found to be fabricated or false, the applicant shall be solely responsible for all relevant legal liabilities involving civil or criminal cases.
- Article 4 These Regulations shall be implemented after approval by the University Administrative Meeting and ratification by the President. The same procedure shall apply to any amendments.