

Yuan Ze University Regulations for Surveillance System Implementation in Public Area of Campus

April 23, 2013, Passed by the 2nd General Affairs Meeting of the 2012 Academic Year

November 24, 2014, Amended by the 1st General Affairs Meeting of the 2014 Academic Year

Article 1. Purpose

These guidelines are established to provide a basis for the installation and management of public area security surveillance systems at the university, with the aim of protecting the rights and interests of faculty, staff, and students, and maintaining campus safety.

Article 2. Scope

Security surveillance systems may be installed in public areas of the campus deemed necessary for security purposes, such as campus blind spots, parking lots for cars and motorcycles, main and side gates, student dormitory corridors, or other locations frequented by the public. These systems must not be installed to monitor specific private locations.

Article 3. Management

Installed security surveillance systems shall be regularly inspected and managed by designated personnel from the General Affairs Office. Responsibilities include system operation, equipment management, malfunction reporting, and record-keeping. A "Maintenance and Inspection Logbook" must be maintained for reference.

Article 4. Operational Regulations

1. Recorded video files shall be kept confidential and managed by the General Affairs Office. The retention period for recorded data shall generally be 7 to 10 days. The review of recorded footage must comply with the Personal Data Protection Act and other relevant laws. Any misuse of the footage will result in legal responsibility for the reviewer.
2. On-campus units may request footage to address lost or damaged official equipment or personal belongings, investigate campus security incidents, or as evidence for investigating criminal or civil cases. External individuals must report incidents to the local police, who may apply for access to the footage in accordance with legal procedures.
3. Applicants must complete the "Application Form for Accessing Campus Security Surveillance Footage" (Appendix 1) and submit it to the General Affairs Office for review.
4. Faculty and staff must obtain approval from their unit supervisors, while students must secure approval from their advisors or department supervisors. The application must specify the reasons for access, as well as the specific area

and timeframe of the footage. If the requested footage contains evidence, the applicant, upon approval from the General Affairs Office, may use a personal CD or hard drive to copy the footage for evidence preservation.

5. Applications for footage access will only be processed during office hours, Monday to Friday, from 8:00 AM to 4:30 PM.

Article 5. These regulations shall take effect upon approval by the General Affairs Meeting and subsequent promulgation. Amendments shall follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.

Application Form for Accessing Campus Security Surveillance Footage

Applicant Name	Affiliated Unit		
	Contact Number		
	E-mail		
Date of Application	Year ____ Month ____ Day ____	Date of Requested Footage	Year ____ Month ____ Day ____
Application Type: <input type="checkbox"/> Access Footage <input type="checkbox"/> Copy Footage			
Reason for Application			
Location of Surveillance Camera		Footage Timeframe	
		From :	to:
		From :	to:
		From :	to:
		From :	to:
Approval by the General Affairs Office	Review Comments by the General Affairs Office	Supervisor of the Affiliated Unit (Signature)	Applicant (Signature)
	<input type="checkbox"/> Approved for Access <input type="checkbox"/> Approved for Copy <input type="checkbox"/> Not Approved for Access or Copy Additional Comments:		

Notes:

1. Administrative Process: Applicant→Unit Supervisor/Advisor/Department Supervisor→General Affairs Office Review→Applicant Notification.
2. Copying Restrictions: If copying footage is required, approval from the General Affairs Office must be obtained. Dissemination or distribution of footage is strictly prohibited.
3. Copying Materials: Applicants must provide their own blank CDs for copying purposes.