

國立成功大學監視錄影系統管理要點

NCKU Directions for Surveillance System Management

104年11月18日第178次行政會議通過

Promulgated in the 178th Administrative Meeting on Nov. 18, 2015

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Amended in the 195th Administrative Meeting on Mar. 13, 2019

一、國立成功大學（以下簡稱本校）為健全管理本校監視錄影系統設置與調閱，以充分發揮其效能及維護校園安全，並兼顧師生之權益，特訂定國立成功大學監視錄影系統管理要點（以下簡稱本要點）。

1. To ensure robust management of the construction of surveillance systems and retrieval of video records, NCKU has stipulated the Directions for Surveillance System Management (hereinafter “the Directions”), thereby enabling the full utilization of such systems’ function, maintenance of campus safety, and protection of the rights of faculty and students.

二、本校公共區域監視錄影系統裝設、維護、攝錄資料建檔調閱與複製，管理單位如下：

(一)體能活動館、場：教務處體育室。

(二)汽、機車停車場：總務處事務組。

(三)學生宿舍區(含周邊)：學生事務處住宿服務組。

(四)校區周邊、未分配管理單位之公共區域：秘書室駐衛警察隊。

2. The following units are in charge of the installation and maintenance of public space surveillance systems and the retrieval, archiving, and duplication of video records:

(1) Physical activity venues: Physical Education Office of the Office of Academic Affairs

(2) Motorbike and car parking lots: General Services Division of the Office of General Affairs

(3) Student dormitories (including surrounding areas): Housing Service Division of the Office of Student Affairs

(4) Areas surrounding NCKU and those not assigned a management unit: Campus Security Division of the Office of General Affairs

三、本校各單位為維護公務設施、設備或避免財物遺失、毀損，得自行規劃建置監視錄影系統，並指派專人負責管理、操作及維修。

各單位建置監視錄影系統，應填具監視錄影設備建置申請單(格式如附件1)，送駐衛警察隊登錄列管，必要時得與駐衛警察隊管理平台連線。

3. Each unit of NCKU shall plan and install its own surveillance system and assign designated personnel for its management, operation, and maintenance. This will facilitate the maintenance of public facilities and equipment and prevent the loss and damage of property.

When constructing a surveillance system, the unit shall complete the Surveillance System Construction Application Form (Appendix 1) and submit relevant information to the Campus Security Division for record-keeping. When necessary, the system shall connect with the management platform of the Campus Security Division.

四、監視錄影資料保密及保管，依下列方式辦理：

(一)監視錄影設備所攝錄之影音資料應予保密，並遵守個人資料保護法等相關法令規定。如有發現不當使用或洩密情事，依法追究行政或民、刑事責任。

(二)管理人員離職或調職後，對在職期間攝錄之影音資料，仍負保密義務。

(三)監視錄影設備應持續正常運作，不可無故中斷，所攝錄之資料應保存至少三十日以上。

- (四)遇有特殊情形，影音資料有另外保存之必要者，各管理單位應複製一份妥善保管，如無保存之必要時，得予以銷毀。
- (五)錄影監視系統影音資料，除其他法律另有規定或因調查犯罪及其他違法行為，有繼續保存之必要者外，至遲應於一年內銷毀之。

4. The archiving and confidentiality of video records are managed according to the following regulations:

- (1) Video records acquired from a surveillance system should be kept confidential through compliance with related regulations, such as the Personal Data Protection Act. In the case of improper use of video records or leakage of personal information, offenders shall be subject to administrative, civil, or criminal liability.
- (2) When personnel in charge of surveillance system management resign or transfer to a different post, they must remain responsible for maintaining the confidentiality of video records acquired during their tenure.
- (3) Surveillance systems must operate continuously and shall not be paused or turned off without reason. Video records shall be preserved for at least 30 days.
- (4) Video records that require archiving under special circumstances shall be kept in duplicate. When such records are no longer required, they may be destroyed.
- (5) Except for video records that require archiving because of compliance with regulations or criminal investigation, all records shall be destroyed within one year.

五、調閱或複製監視錄影資料，應依下列方式辦理：

- (一)校內單位或人員：本校各單位或教職員工生，因涉及個人權益維護所必要時，應填具監視器攝錄資料調閱申請單(格式如附件2)，敘明案由及指明特定調閱時段，經所屬單位主管同意，向管理單位提出。
- (二)司法機關：經司法機關以公文申請調閱或複製者，由檢調機關向學校提出申請，學校同意後函覆。
- (三)校外人士：民眾為主張或維護其法律上利益時，須向警察機關報案後，由警察機關向本校提出。
- (四)調閱或複製影音資料，應由管理單位指定處所派員陪同為之，並設專簿登記備查。

5. Viewing or duplication of video records shall comply with the following regulations:

- (1) University units or personnel: Personnel from each unit, faculty members, and students must complete the Surveillance Record Retrieval Form (Appendix 2) to ensure the protection of personal data. In this form, the applicant must describe the reason for viewing the video and specify the time of the record they wish to view. The form must be approved by relevant unit managers and submitted to the management unit.
- (2) Legal authorities: After legal authorities send official governmental documents to NCKU and notify the University of their request for viewing or duplicating video records, the Taiwan High Prosecutors Office will submit applications to the University. After such applications have been approved by relevant university personnel, the request shall be granted.
- (3) Personnel not affiliated with NCKU: When the general public need to view or duplicate video records to protect their legal rights, they must first report to the police department, which will then submit a request to the University.
- (4) When viewing or duplicating video records, the applicant must be accompanied by personnel appointed by the relevant management unit. A designated record tracking booklet shall be kept.

六、有下列各款情形之一者，應不予提供調閱或複製：

- (一)依法應保持秘密之事項。
- (二)提供資訊有妨害犯罪之偵查、追訴、執行或足以妨害刑事被告公正之裁判或有危害他

人生命、身體、自由、財產之虞者。

(三)有侵害第三人隱私之虞者。但經該當事人書面同意者，不在此限。

6. Applicants with one of the following conditions shall not be allowed to view or duplicate video records:

- (1) Those who want to access data that must be kept confidential according to law.
- (2) Those who provide information that impedes criminal investigation, prosecution, or punishment; those who hinder the fair judgement of criminal defendants; and those who pose a threat to the life, body, freedom, or assets of others.
- (3) Those who intrude upon the privacy of another person. Applicants who have received written consent from the person concerned are exempted from this condition.

七、監視錄影系統調閱申請單及登記簿至少應保存一年。

7. All applications to view and duplicate surveillance records along with the record tracking booklet shall be preserved for at least one year.

八、監視錄影設備管理維護，依下列方式辦理：

- (一)管理單位設備管理人每月應定期檢查及保養維護監視錄影設備，以確保設備之正常運作，如發現異常或故障情形，應立即修復處理。
- (二)管理單位每學期應配合本校校園安全環境自主檢核作業，檢核監視錄影設備配置及使用狀況，並將檢核結果送校安中心彙整。
- (三)管理單位應將監視錄影設備依財產管理規定辦理列帳管理。

8. Management and maintenance of surveillance equipment shall comply with the following regulations:

- (1) Personnel in charge of equipment maintenance shall inspect and maintain related equipment on a monthly basis to ensure the adequate operation of the surveillance system. Malfunctioning equipment shall be repaired immediately.
- (2) The management unit shall perform self-inspection each semester to examine the deployment and use of surveillance equipment. The inspection results shall be submitted to the Campus Safety and Disaster Prevention Center.
- (3) Management units shall keep a list of surveillance equipment according to the asset management regulations of the University.

九、本要點經行政會議通過後實施，修正時亦同。

9. The Directions shall be implemented upon approval in an administrative meeting. Any amendments shall be processed accordingly.

國立成功大學錄影監視系統設置使用申請單

NCKU Surveillance System Construction Application Form

申請日期： 年 月 日
Date: YYYY/MM/DD

申請事項 Application items	☐ 1.新設置。 ☐ 2.既有設置變更(含攝錄設備、主機更新、攝錄位置變更)。 ☐ 3.既有設置增加(增加攝錄鏡頭、攝錄區域增加)。 ☐ 4.其他： 1. New installation. 2. Modification of existing equipment (e.g., video recording equipment modifications, host computer upgrades, and camera location modifications). 3. Expansion of existing equipment (e.g., installation of additional cameras or addition of surveillance regions). 4. Others (Please specify):		
(1)	設置單位及管理人基本資料： Basic information of the installing unit and management personnel:		
	申請單位 Applying unit		
	設備管理人 (姓名職稱) Management personnel (name/title)		
	聯絡方式 Contact	電話： Tel:	電子郵件 Email:
(2)	設置目及監控範圍： Installation objectives and surveillance areas:		
	設置目的： ☐ 維護公共安全 ☐ 犯罪預防 ☐ 校產維護 ☐ 其他： Installation objectives: Public safety Crime prevention Protection of school assets Others (Please specify):		
	監控範圍： ☐ 公共道路或通道 ☐ 系、所館開放空間、公共場所 ☐ 其他： Surveillance areas: Public roads or passages Open space and public space of departmental buildings Others (Please specify):		
	監錄鏡頭數量： 主機 台、攝影機 支。 Number of cameras: _____ host computers and _____ cameras		
	監錄鏡頭攝錄地點： (數量多致無法填寫，請檢附圖示說明) Surveillance camera locations: (If this cell does not have enough space for describing all locations, please		

	attach images to illustrate the information) 監錄鏡頭攝影方向： (數量多致無法填寫，請檢附圖示說明) Camera lens directions: (If this cell does not have enough space for describing the lens directions of all camera, please attach images to illustrate this information)			
(3)	設置監控管理： Surveillance system management: 主機(機房)設置處所： Location of host computers: 錄存影像保存時間： 日 Duration of retaining video records: _____ days 是否開放駐警隊監控平台遠端監控： Whether to allow remote control and monitoring by the Campus Security Division: ☐否 ☐是(如填「是」者，請填列遠端存取 IP 位址 _____) (填列「是」者，為同意開放駐警隊執勤同仁依安全業務需要，進入該主機檢視錄影影像。如需下載畫面或攝錄影像者，應依規定由申請人填具「調閱資料申請單」向管理單位申請辦理始得辦理) No Yes (please provide the IP addresses for remote access) (Selecting “Yes” means allowing the Campus Security Division to access the host computers and view surveillance records when necessary. Personnel who need to download surveillance records must complete and submit the Surveillance Record Retrieval Form).			
(4)	設置及維修經費： Installation and repair fund: ☐設置單位_____預算支應。 ☐申請校控_____單位_____預算支應。 ☐其他：_____ The installing unit _____ will allocate the funds. Request the University unit _____ to allocate the funds. Others: _____			
(5)	其他說明： Note: 1.預計完工日期： 年 月 日。 1. The installation is expected to be completed on YYYY/MM/DD. 2. 依本校「監視錄影系統管理要點」規定，提醒事項如下，餘相關事項請參閱該要點： (1)各單位監視錄影系統，並指派專人負責管理、操作及維修。 (2)監視錄影設備所攝錄之影音資料應予保密，並遵守個人資料保護法等相關法令規定。如有發現不當使用或洩密情事，依法追究行政或民、刑事責任。 2. The following regulations must be complied with. Please review the Directions for Surveillance System Management for details. (1) Each unit must assign designated personnel for the management, operation, and maintenance of its surveillance system. (2) Surveillance records shall be kept confidential by complying with relevant regulations such as the Personal Data Protection Act. In the case of improper use of video records or leakage of personal information, offenders shall be subject to administrative, civil, or criminal liability.			
申請設置單位 Applying unit		駐衛警察隊 Campus Security Division	會辦單位 (總務處營繕組) Organizing unit (Construction and Maintenance)	秘書室 (Secretariat Office)

		Division of the Office of General Affairs)	
		☐ 免會 ☐ 請提供技術諮詢建議 Does not require technical support Please provide technical support	

國立成功大學錄影監視系統設置申請注意事項

NCKU Directions for Surveillance System Construction Applications

一、 各單位因安全維護或業務需要，辦理監視錄影設備新建置、設備變更、增加時，應由單位監視錄影設備管理人填寫本表，依申請事項填報，提供完整資料，經單位主管用印，送秘書室駐衛警察隊登錄列管；如因新建置需要，得由駐衛警察隊送請總務處營繕組提供相關技術諮詢建議，本表經秘書室主任秘書核定後，始得以施工建置。

1. When installing new surveillance equipment or modifying and expanding existing equipment to meet safety or operational requirements, personnel in charge of surveillance system management shall complete the Surveillance System Construction Application Form by filling in the required cells and providing complete information. The form must be stamped and approved by unit supervisors before it is submitted to the Campus Security Division for record-keeping. When installing a new system, the unit may ask the Campus Security Division to request technical support from the Construction and Maintenance Division of the Office of General Affairs. After the application form is approved by the Secretariat Office, the construction process may begin.

二、 各單位應依管理要點規定，指派設備管理人負責單位監視錄影設備管理、維修及操作，並每月實施設備檢查，以確保監視錄影設備正常運作。

2. According to the Directions for Surveillance System Management, each unit shall appoint designated personnel to manage, operate, and maintain surveillance equipment. The personnel shall perform equipment inspections on a monthly basis to ensure the normal operation of the system.

三、 配合本校校園安全監控中心建置及系統整合作業，各單位時應提供監視系統主機、監視鏡頭規格資料，以供駐衛警察隊審查是否與本校監控中心系統相容。

3. Each unit shall provide data regarding the specifications of its host computers and cameras to coordinate with the establishment and system integration of the Campus Safety and Disaster Prevention Center. The data provided shall be reviewed by the Campus Security Division to ensure compatibility with the system of the University Surveillance Center.

四、 本表申請事項(二)圖示說明部分，應包含線路佈放示意圖。線路建議沿本校建築牆邊或既設管路佈放，若無既有設施，請新埋設地下管路，埋設管路應與資料畫設位置相符，埋設管線位置圖併本表資料由駐衛警察隊建檔管理。

4. The images provided in Part (2) of this form shall include illustrations depicting camera wiring. Camera wires shall be installed along building walls or in existing cables. If no existing cables are available, please install new buried cables, the locations of which must concur with those depicted in the provided images. All wiring data and images shall be submitted to the Campus Security Division for record-keeping.

五、 線路架設禁止由路燈、樹木跨接線路，避免發生垂落問題影響通行安全，影響校園整體觀瞻。

5. Installation of camera cables on streetlamps or trees using jump wires is forbidden as it leads to dislocated electrical cables, which cause traffic accidents or affect the campus landscape.

六、 相關填表或設置問題，請逕洽駐衛警察隊隊部（分機54005）。

6. Please contact the Campus Security Division (ext. 54005) for any questions concerning the form or installation.

國立成功大學監視器攝錄資料調閱申請單
NCKU Surveillance Record Retrieval Form

申請人 Applicant		身分證號 (學號) National Identification No. (Student Identification No.)		申請 日期 Date	民國 年 月 日 YYYY/MM/DD
申請單位 (系所年級) Applying unit (Department)			聯絡電話 (Contact No.)		
攝影機 地點 Camera location			調閱監視 畫面時段 Footage time to review	年 月 日 時 分 至 年 月 日 時 分 From YYYY/MM/DD __:__ to __:__ YYYY/MM/DD	
申請事由(是否複製內容請註明): Reason for application (please specify whether the duplication of surveillance record content is required):					
申請單位 主管核章 Signature of applying unit's supervisor			核定 時間 Approval time		

辦理情形(由監視系統管理單位填寫)：

Management status (this cell is to be filled in by the surveillance system management unit):

監視系統管理單位 Surveillance system management unit	承辦人 Case officer	主管 Supervisor

- 1.教職員工須經該單位主管同意，學生須經導師或軍訓教官同意，向管理單位提出申請調閱。
- 2.調閱申請人為保留證據，有複製內容之需要時，申請人應自備錄製器材。影像資料僅供申請目的之使用，不得另行複製傳閱散佈播放，並應遵守「個人資料保護法」之規定，以維護當事人之隱私權益。若未遵守相關法律而衍生之爭議，由申請人自行負責。
- 3.監視器攝錄資料調閱申請單至少應保存一年。
1. When applying to retrieve surveillance records, faculty members must receive the approval of their unit supervisor, and students must receive the approval of their mentor or military training instructor.
2. When the applicant needs to duplicate the surveillance record content as evidence, he/she shall prepare his/her own recording device. The duplicated content must not be redistributed or used for objectives apart from those specified in the application. The applicant must comply with the Personal Data Protection Act and ensure the privacy rights of people concerned. The applicant is held liable for legal disputes caused by violations of related regulations.
3. The application form must be preserved for at least one year.