

Guidelines for the Installation and Management of Security Surveillance Video Systems in Yuan Ze University Student Dormitories

06.06.2019 Ratified in the 9th Student Affair Meeting of academic year 2018

Article1

In order to maintain the safety of student dormitories at Yuan Ze University, protect the rights of the dormitory students and prevent the improper use of related information, the "Guidelines for the Installation and Management of Security Surveillance Video Systems in Yuan Ze University Student Dormitories" is hereby established. Hereinafter referred to as "Guidelines".

Article2

The Surveillance Video Systems (SVS) and surrounding related facilities in the student dormitories are installed in public areas which is necessary for security, such as underground parking lots, dormitory exits, monitoring and management rooms, corridors, elevators. The Students Housing Service Section (SHSS) of the Student Affairs Office (SAO) is responsible for managing it.

Article3

In order to maintain the safety and normal operation on SVS data, the counselors of SHSS should conduct daily inspections, report malfunctions and record them in the "Dormitory Counselors Duty Log". Counselors and System Administrators should be familiar with the operations of the SVS system and note the following points:

- (1) When there is a change in personnel, related equipments and SVS data should be handed over to the person in charge. Former personnel have a duty of confidentiality with respect to SVA data during their tenure.
- (2) SVS equipments should be continuously operated without unreasonable interruption. The video recording should be kept for at least ten days, and the recorded image should be kept for at least six months.

Article4

The procedures of applying for reviewing and copying SVS data are as follows:

- (1) Applicants are limited to the parties involved in the videos. They have to fill in a form of "Application Form for Review to Security Surveillance Video Data in Student Dormitories of Yuan Ze University" (as attached) within three days of the accident, explaining the reason for review and pointing out the required location and timeframe. After being approved by the Dean of SHSS, the Counselors/School Security Personnel/ System Administrators will accompany with the applicants during the reviewing/copying process.
- (2) In case of loss or damage on official equipments or personal items, for investigating

campus security incidents, Public Security Agencies need SVA data as evidences for the investigation of civil and criminal cases or other disputes, SVS data reviewing can be applied for.

(3) For general application, the working hours are from 8:30am to 5:00pm, Monday to Friday. Emergency cases can be served at any time.

Article5

Actions related to this Guidelines should comply with the regulations of "Personal Data Protection and Management Guidelines" of YZU, and adhere to the "Personal Data Protection Act" and other relevant laws and regulations. If any improper use is discovered, the applicants is liable to the laws.

Article6

This Guidelines is approved during the SAO meeting, and promulgated for implementation after being approved by the Dean of SAO. The same procedures for amendments.