



翻查閉路電視錄影資料申請表 Application for Viewing CCTV Past Records

姓名 Name _____ 性別 Sex 男M 女F 學生證 / 職員證 / 身份證號碼 Student ID / Staff ID / Identity ID No. _____

聯絡電話 Tel _____ 電郵 Email _____

申請以下之閉路電視錄影資料 Request for the CCTV records of:

地點 Location _____ 由 From 日期 Date _____ 時間 Time _____
至 To 日期 Date _____ 時間 Time _____

翻查影像之目的 Purpose of Viewing CCTV _____

請於適當的空格內填寫✓號。 Please check where appropriate.

- 本人已細閱及明白印於背頁的「收集個人資料聲明（攝錄監察）」。
I have read and understood the "Personal Data Collection Statement".
- 本人知道所申請的資料僅會被保安及交通事務處有權限的職員負責查看。
I know that the records that I have requested shall be viewed by an authorised staff of STS only.

日期 Date _____ 申請人簽名 Applicant's Signature _____

- 批核 Approved
- 不批核 Not approved (Please specify the reason.)

不批核之原因 Reason for disapproval _____

日期 Date _____ 處長簽署 Section Head's Signature _____

閉路電視影像之內容 Content of CCTV Record

內容 Content _____

- 保安及交通事務處已通知本人相關影像之內容。 STS has informed me the related content.

日期 Date _____ 申請人簽名 Applicant's Signature _____

負責之保安員姓名 Name of Security-in-charge _____

負責之職員簽名 Signature of Staff-in-charge _____

澳門大學收集個人資料聲明 (攝錄監察)

本聲明為澳門大學（下稱澳大）就校內攝錄監察的政策聲明。

- 攝錄監察**
 - 澳大基於運作的需要，在校內安裝有攝錄監察設備。
 - 有安裝攝錄監察設備的地方包括：樓宇大堂、保安中心、電腦室、實驗室、圖書館、辦公地點出入口、倉庫及健身室出入口、路閘出入口、路面、停車場、升降機、走廊、邊界、游泳池及會所。所有攝錄監察設備一般處於全日自動攝錄狀態。
- 攝錄監察的目的**
 - 澳大內進行攝錄監察的目的是：
 - 保障澳大財產及其他合法利益；
 - 保障員工及學生的安全及其他合法利益；
 - 評核員工及學生的行為。
- 因監察而記錄的個人資料**
 - 因監察需要，澳大攝錄監察設備會使用相關技術自動記錄所有在攝錄監察鏡頭前的影像及對應的日期、時間。
- 因監察而記錄的個人資料的使用**
 - 為上指的監察目的，澳大可查閱所記錄的資料。
- 獲授權監察和處理資料的人員**
 - 負責保安監控的職員獲授權查看即時記錄，但不可以翻查過往的錄像。只有澳大負責人及其授權的職員才可以查看過往的錄像記錄。所有這些人員需遵守本聲明的規定及有保密的義務。
 - 在進行違反紀律調查時，有關資料可能會轉交負責紀律的調查人員。
 - 在進行違法犯罪調查，以及必須遵守法律規定的情況下，有關資料可能會轉交司法機關、刑事警察機關及其他有權限機關。
- 資料的保存期限**
 - 上述資料的一般保存期限不多於六個月。在進行違規或違法犯罪調查，以及必須遵守法律規定的情況下，有關資料可能會保存至轉交第五點所指機關後或有確定判決後的一個月，或應該等機關的要求保存更長的時間。
- 違反聲明的後果**
 - 任何違反本聲明的人員可能受到處分，包括有被解僱的可能。
- 員工及學生的權利**
 - 員工及學生依法享有資訊權、查閱權及反對權，在行使查閱權時需以書面方式向澳大負責人提出，並需繳付合理的費用。

修訂日期:21/02/2014

University of Macau Personal Data Collection Statement (Video Monitoring)

This Statement explains the policies of the University of Macau (hereinafter known as "UM") on video monitoring.

- Video monitoring**
 - Owing to the need of operation, video-monitoring facilities are installed within UM.
 - All the video-monitoring facilities are in 24-hour automatic working mode. The locations of the surveillance cameras are as follows:
 - a. security centre;
 - b. computer laboratories and laboratories;
 - c. library;
 - d. lobbies, entrances and exits (offices, stockrooms & sports complex);
 - e. barrier entrance and exit;
 - f. roadways, car parks, lifts and corridors;
 - g. campus border;
 - h. swimming pool and resident club, etc.
- Purposes of video monitoring**
 - UM conducts video monitoring, with the following aims and objectives:
 - To safeguard UM's assets/properties and other legitimate interests;
 - To protect employees and students' safety and other legitimate interests;
 - To appraise employees and students' behaviour.
- Personal data collected from video monitoring**
 - All the images in front of the camera lens, the corresponding dates and time will be recorded automatically by the video monitoring facilities and relevant technology adopted by UM.
- Use of personal data collected from video monitoring**
 - UM reserves the right to access all the data collected for the mentioned purposes.
- Authorized personnel with access to the data processed from monitoring**
 - The personnel who are responsible for security monitoring are authorized to observe the immediate records, but they are prohibited to access any of the past records; only the person who is in charge of UM and the designated personnel have the right to access both the immediate and past records. They all have the obligation to observe the rules set in this Statement and to keep all the data confidential.
 - In case of disciplinary investigations, the relevant data may be transferred to the personnel who are responsible for disciplinary investigations.
 - In case of criminal investigations, and when it is mandatory as required by law, the data may be passed on to police authorities, judicial authorities or other competent institutions.
- Data retention period**
 - The above data will generally be retained for less than six months. In case of criminal investigations, violating the university's regulations and when it is mandatory as required by law, the relevant data may be retained until after it is passed on to authorities or institutions stated in point 5, or one month after the verdict of the trial, or even longer upon the request of those authorities or institutions.
- Consequences of Violation**
 - Any person who violates this Statement is liable to punishments, including the possibility of dismissal.
- Rights of employees and students**
 - In accordance with the law, employees and students have the right to information, the right of access and the right to object. The request for exercising the right of access has to be done in writing, subject to a reasonable fee.

Modified Date:21/02/2014