

TKU Guidelines for Accessing Monitored Video Recordings of Tamsui and Taipei Campuses

Secretariat Regulation No. 1030000028 (06/27/2014)

1. In order to assist TKU instructors, staff members, students, etc. to access the monitored video recordings so as to legally resolve incidents, these guidelines have been enacted.
2. The administrative office of these guidelines is the Campus Security Section of the Office of General Affairs and the General Affairs Section, Taipei Campus.
3. Application to access the various monitored video recordings are handled according to the regulations listed below:
 - a) A student needs present his/her student identification and moreover will be accompanied by a military instructor or University Police officer when viewing.
 - b) An instructor or staff member needs to present his/her service identification and have the approval of the Head of the University Police or the head of his/her administrative office; then he or she will be accompanied by a University Police officer when viewing.
 - c) Application to duplicate the monitoring system files must have a formal letter from police or juridical authorities and gain the approval of the university, and only then will the related materials be provided.
4. The applicant must obey the related laws and regulations of the TKU Personal Information Management System and the Personal Information Protection Act.
5. This set of guidelines will take effect on the date of its publication after being passed in a general affairs meeting and approved by the TKU President. The same applies to any later amendments made.