

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

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| 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 |
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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.