

臺北醫學大學醫學工程學院數位監視系統設置及管理規則  
**College of Biomedical Engineering, Taipei Medical University**  
**Regulations Governing the Installation and Management of the Digital Surveillance System**

115年1月23日院務會議新訂通過

第一條 目的

**Article 1 Purpose**

為規範臺北醫學大學醫學工程學院(以下簡稱本學院)數位監視系統之設置、管理及影像調閱作業,維護校園安全,保障教職員工生之人身與財產安全,並兼顧個人資料與隱私權之保護,特訂定本規則。

These Regulations are established to govern the installation, management, and access to digital surveillance systems of the College of Biomedical Engineering, Taipei Medical University (hereinafter referred to as “the College”), in order to maintain campus safety, safeguard the personal and property security of faculty, staff, and students, and ensure the protection of personal data and privacy.

第二條 適用範圍

**Article 2 Scope of Application**

本規則適用於本學院所轄之教學、研究及公共空間等,經核准設置數位監視設備之場所;其監視範圍以實際張貼有「CBME CCTV」標示之區域為限。

These Regulations apply to teaching, research, and public spaces under the jurisdiction of the College where the installation of digital surveillance equipment has been approved. The scope of surveillance shall be limited to areas clearly marked with signage bearing the label “CBME CCTV.”

第三條 管理權責

**Article 3 Management Responsibilities**

- 1、 本學院數位監視系統由學院統籌管理,並指定專責人員負責設備維護、操作管理、影像保存及異常通報等事宜。
- 2、 監視系統主機之設置與管理,應依校內相關資訊安全及個人資料保護規定辦理。
  1. The College shall centrally manage the digital surveillance system and designate dedicated personnel responsible for equipment maintenance, system operation, image storage, and incident reporting.
  2. The installation and management of surveillance system servers shall comply with the University’s regulations on information security and personal data protection.

#### 第四條 影像調閱申請事由

#### **Article 4 Grounds for Image Access Requests**

- 1、 因公務設備損壞、財物遺失、校園安全事件或其他必要調查事項，得申請調閱監視影像。
  - 2、 涉及司法或警政機關依法調查案件者，須檢附相關公文，經學院主管核准後始得辦理。
1. Requests for access to surveillance footage may be submitted in cases involving damage to public equipment, loss of property, campus safety incidents, or other necessary investigations.
  2. For cases involving investigations conducted by judicial or law enforcement authorities, relevant official documents shall be provided, and access may be granted only upon approval by the competent authority of the College.

#### 第五條 申請及調閱程序

#### **Article 5 Application and Access Procedures**

- 1、 申請人應填具「數位監視系統畫面調閱申請書」，載明申請事由、調閱範圍及調閱時間；其申請調閱之期限，應符合第六條所定影像資料保存期限之規定。
  - 2、 教職員申請者，須經所屬單位主管同意；學生申請者，須經指導教授及所屬單位主管同意。
  - 3、 申請文件經學院核准後，應由專責管理人員陪同調閱，調閱時段以上班時間為限，並需填寫調閱紀錄表。若有特殊情形時，得續進行證據保全，並依校方相關規範，作為日後佐證資料。  
保全之影像資料，由學院負責保存，保存期限原則上以不超過一年為限。
  - 4、 同一案件原則上以申請一次為限；如有再次調閱之必要，應重新提出申請。
1. Applicants shall complete the “Application Form for Access to Digital Surveillance Footage,” specifying the reason for application, scope, and time period of access. The requested access period shall comply with the retention period of surveillance footage as prescribed in Article 6.
  2. Applications submitted by faculty or staff shall be approved by their unit supervisor; applications submitted by students shall be approved by their academic advisor and unit supervisor.
  3. Upon approval by the College, access to surveillance footage shall be conducted in the presence of designated management personnel and limited to official working hours. An access log shall be completed accordingly. In special circumstances, evidence preservation may be continued, and the preserved footage may be used as supporting evidence in accordance with University regulations.  
Preserved surveillance footage constitutes an exceptional retention case and shall be kept by the College for a period not exceeding one (1) year in principle.
  4. In principle, each case is limited to one application. Any additional access shall require resubmission and approval.

## 第六條 影像資料管理與保存

### **Article 6 Image Data Management and Retention**

- 1、 監視影像資料應妥善保存於專用系統，不得任意複製、下載、轉載或外流。
  - 2、 影像資料保存期限依系統機制自動覆寫，原則上至多以二週為限
  - 3、 影像資料之使用，應符合個人資料保護法及相關法令規定。
1. Surveillance footage shall be securely stored in a dedicated system and shall not be arbitrarily copied, downloaded, transmitted, or disclosed.
  2. The retention period of surveillance footage shall follow the system's automatic overwrite mechanism and shall not exceed two weeks in principle.
  3. The use of surveillance footage shall comply with the Personal Data Protection Act and other relevant laws and regulations.

## 第七條 保密義務

### **Article 7 Confidentiality Obligations**

凡經核准調閱或接觸監視影像資料之人員，均應負保密義務，不得將影像內容提供予未經授權之第三人；必要時，並應簽署保密切結書。

Any personnel authorized to access or handle surveillance footage shall be bound by confidentiality obligations and shall not disclose the content to unauthorized third parties. Where necessary, a confidentiality agreement shall be signed.

## 第八條 違規處理

### **Article 8 Violations**

違反本規則，致影像資料不當使用或外洩者，除應負相關法律責任外，並依校內相關規定議處。

Any violation of these Regulations resulting in improper use or leakage of surveillance footage shall be subject to legal liability and disciplinary actions in accordance with University regulations.

## 第九條 公告與施行

### **Article 9 Promulgation and Implementation**

本規則經學院相關會議通過後公告施行，修正時亦同。

These Regulations shall be promulgated and implemented upon approval by the relevant College meeting. Amendments shall follow the same procedure.

## 附件一 (Appendix I)

案件編號Case No:

臺北醫學大學醫學工程學院  
數位監視系統畫面調閱申請書

**College of Biomedical Engineering, Taipei Medical University**  
**Application Form for Access to Digital Surveillance Footage**

申請人姓名 Applicant Name: \_\_\_\_\_

身分別 Status:  教職員 Faculty/Staff;  學生 Student

所屬單位/系所 Affiliated Unit / Department: \_\_\_\_\_

聯絡電話 Contact Number: \_\_\_\_\_

申請事由 Reason for Application: \_\_\_\_\_

調閱日期及時間 Date and Time of Access: \_\_\_\_\_

調閱地點/範圍 Location / Scope of Access:

本人聲明 Location / Scope of Access:

上述申請內容屬實，並同意依規定使用及保密相關影像資料。

I hereby declare that the information provided above is true and accurate, and I agree to use and keep confidential the accessed surveillance footage in accordance with relevant regulations.

申請人簽名 Applicant Signature: \_\_\_\_\_

日期 Date: \_\_\_\_年\_\_月\_\_日

單位主管簽核 Approval by Unit Supervisor: \_\_\_\_\_

學院核准 Approval by the College: \_\_\_\_\_

附件二 (Appendix II)

臺北醫學大學醫學工程學院  
數位監視系統保密切結書

## **College of Biomedical Engineering, Taipei Medical University Confidentiality Undertaking for the Digital Surveillance System**

本人因申請調閱或執行職務需要，接觸臺北醫學大學醫學工程學院數位監視系統相關影像資料，願遵守個人資料保護法及相關法令規定，對所知悉之影像內容負保密責任，絕不擅自提供、複製或外流。如有違反，願自負一切法律責任，與本學院無涉。

I, due to my application for access or in the course of performing my official duties, may have access to surveillance footage related to the Digital Surveillance System of the College of Biomedical Engineering, Taipei Medical University. I hereby undertake and agree as follows:

I shall comply with the Personal Data Protection Act and all relevant laws and regulations, and shall keep strictly confidential all surveillance footage and related information to which I have access. I shall not, without authorization, disclose, provide, copy, download, reproduce, or otherwise leak such information to any third party.

In the event of any violation of the above undertakings resulting in legal liability or damages, I shall bear full responsibility, and the College shall not be held liable in any manner.

立切結書人Declarant: \_\_\_\_\_ (簽名Signature)

身分證字號National ID No: \_\_\_\_\_

聯絡電話Contact Number: \_\_\_\_\_

中華民國Date(ROC)        年        月        日