

# National Cheng Kung University

## Security Management Rules

Passed in 178th Administration meeting on Nov 18, 2015

1. National Cheng Kung University, referred here as, University, has adopted guides for a safety monitoring management system, noted here as, rules. The rules define set up, maintenance and record safety operations at the University Campus for safety of the staff, teachers and students.

2. The monitoring system will cover the University Campus and public areas around it. Video cameras will be set up and the Office of General Affairs. will maintain and file/copy screen records.

3. Other Departments may set up their own monitoring system. In this case, the department should assign a responsible person to manage, operate and maintain their equipment to avoid any loss and damage to their properties..

The Department should inform the Office of General Affairs if they have their own monitoring system. If necessary, that system should be connected with the university police alarm system.

4. All information related to this operation should be kept confidential:

(a) Data recorded by monitors should be kept confidential as per laws of Personal Info Protection and related clauses of Taiwan. If any misuse or leak, it will be investigated based on administrative, civil and criminal law clauses of the State.

(b) After an administrator resigns, he or she still has a legal obligation to maintain confidentiality forever.

(c) Monitoring equipment should work continuously and cannot be interrupted without very special reason. All data must be kept for at least 10 days.

(d) If there is any special reason to move data to another place, each administrative unit can keep a copy. If there is no reason to keep a copy of data it must be deleted .

(e) Data for legal issues or investigation of crime and law conflicts must be saved and allowed to keep. Other data could be deleted no later than 1 year.

5. When inquire or copy record, one should follow below:

(a) University unit or person :

All units and staff, teachers and students who want to safeguard their individual rights should fill an application form for data inquiry (Application Form ), stating the reasons and time period. After getting supervisor's agreement, submit the form to administrative unit.

(b) For Judiciary :

Prosecutors who want to have data or need copy data request law document to the University. The University will reply accordingly.

(c) For outsiders

Persons who want to claim his/her own legal rights should report to police. The Police then will submit an inquiry to University..

(d) When making inquiry or requesting copy of data, one should be accompanied by a person assigned by the administrative unit, and should sign on the registered book for record.

6. For one of the below mentioned reasons, inquiry or request for copy data will be rejected :

(a) Data should be kept confidential according to Law.

(b) Data will affect criminal investigation, prosecution, execution, or affect the judgment for criminal defendants, or jeopardize life, body, freedom, or property of other people.

(c) Data will affect 3rd party's privacy. But if the 3rd party agrees, it will not be subjected to this limit.

7. Application form and registration book should be kept for no less than 1 year

8. Maintenance of monitoring equipment :

(a) Administrative units should check and maintain monitoring equipment periodically, to ensure its performance. If there is unusual case or malfunction of equipment, it must be repaired or replaced as soon as possible.

(b) Administrative units should treat monitoring equipment as property and list it as asset for accounting.

9. All Rules here will be implemented after passing administrative meetings. All future adjustments must be passed in administrative meetings as well.