國立臺灣科技大學校園安全錄影監視系統調閱申請單
NTUST Campus Security Video Surveillance System Review Application Form

申請日期 Date of Application： 年 year　　月 month　　日 day

申請人系所、單位(職稱) Applicant's Department unit (title)	姓名 Name	學號或身分證字號 Student ID or ID number	聯絡電話 Contact number

申請事由 Reason for application	□財物遺失 property lost event　　□意外事件 accident event □糾紛事件 Dispute event　　□其他事件 other event:＿＿＿＿＿＿
事發時間 及地點 The time and place of the incident	調閱監視器畫面起訖日期與時間 year、month、day and time 　　年　　月　　日　　時 ～ 　年　　月　　日　　時 欲調閱監視器畫面之地點 place of the incident:
調閱說明 Instructions	一、監視器所攝錄儲存之影像，應遵守個人資料保護法及其它法令相關規定，如有發現不當使用情事，除自負法律責任外，另依相關規定處理。In terms of the images recorded, the applicant shall comply with the relevant provisions of the Personal Data Protection Act and other laws and regulations. If any improper use is found, in addition to the legal responsibility, it shall be handled in accordance with the relevant provisions. 二、調閱後，如有發現足以作為證據之資料，申請人可申請證據保全，由校安中心派員至監視器業管單位擷取畫面保全，申請人不得要求影像翻拍或拷貝，校安中心擷取之影像保全期限以不超過30日為原則。After the inquiry, if any information sufficient to serve as evidence is found, the applicant may apply for evidence preservation. The school security center will send personnel to the monitor property management unit to capture images for security, applicants are not allowed to request images for photocopying or copying, and the preservation period of the images captured by the School Safety Center shall not exceed 30 days. 申請人簽名 signature of Applicant：
管理單位（校安中心）意見 Management unit opinion	
核示 verification	

備註(Remark):
一、本調閱申請單須至少填寫一式兩份(或影印後由校安中心蓋「正本相符」)，一份校安中心存查，其餘則由各監視器業管單位留存。
1.This application form must be filled out in at least two copies (or photocopied and stamped with the "original copy" by the School Safety Center), one copy will be kept by the School Safety Center for inspection, and the rest will be retained by the monitoring units.
二、本表格送行政大樓1樓總務處事務組王小姐憑辦，學生宿舍區域影像請至宿管中心辦理
2.Please send it to the general affairs office. For the student dormitory part, please go to the dormitory management center.