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**BEIJING NORMAL UNIVERSITY-HONG KONG BAPTIST UNIVERSITY**

**UNITED INTERNATIONAL COLLEGE**

**Regulations and Policy for Reviewing Surveillance Records**

**北京师范大学-香港浸会大学联合国际学院 技防监控视频查阅管理规定**

Surveillance devices represent crucial tools to provide effective protection at United International College (UIC). These devices will be used to obtain evidence to investigate and judge any disputes, ensuring the rights of students and staff members to a fair and just hearing of such disputes. Therefore, the regulations and policies for the review of UIC surveillance records are as follows:

监控设施是学校安全“技防”工作的重要措施和有效工具，也可为“查案、定案、结案”提供证据的重要依据;为有效发挥其效率，同时也有益于保障学校和师生权益，特对查阅和使用监控视频做出如下规定：

**1.** The Security Office (SU) will be in charge of all surveillance in –and outside classrooms on the college campus. The SU is also responsible for the installation of the cameras and the monitoring of the images. It will assign a special task force to carry out the related tasks. Irrelevant personnel are not allowed to enter the monitoring room without permission.

学校的监控室设施和安装在校园和各室内的监控设备均由保卫处负责管理，并有专人负责监管；未经允许，与监看工作无关的人员不得进入监控室。

**2.** Any faculty member or student who requests the review of surveillance records must apply to the Security Office by filling the Application Form of Reviewing Surveillance Records. The requested records will only be provided after approval by the Security Office. The applicant shall have the obligation of confidentiality for the surveillance video.

凡需查阅监控视频的师生须填报《北京师范大学-香港浸会大学联合国际学院技防监控视频查阅审批登记表》，明确查阅监控视频的事由，经审批后由保卫处专人调频。申请人对查阅或复制的监控视频负有保密义务。

**3.** Any students who request to review surveillance records must obtain prior written permission from the Associate Director of the Student Affairs Office. The students must be accompanied by at least one member of the SAO or by a member of his/her faculty teaching staff during the reviewing process.

学生查阅视频，须经学生事务处副处长批准同意。学生查阅监控视频时，应由学生事务处老师或专业老师陪同观视。

**4.** Faculty member who request to review surveillance records must obtain a prior written approval from his/her Program Director or the Division Dean.

行政教职员查阅视频，须经其部门（学部）主要负责人或系主任签字同意。

**5.** During the review of surveillance records, the following actions are strictly prohibited: take photos, audio/visual recording, copying of and uploading of records. If the applicant copies the monitoring video materials with permission, everyone should not use the monitoring video materials for purposes other than the reasons for inquiry. In case of violation of these regulations, the public security office or legal authorities will be notified and the individual(s) found to be in violation of such regulations can be subject to the appropriate legal action.

未经允许，任何人在查阅监控视频过程中不许拍照、不许录像、不许拷贝。任何人不得以非法手段获得监控视频资料。申请人经许可后复制监控视频资料的，不得将监控视频资料用于查询事由以外的用途和目的，不得将视频资料或视频内信息公开（如上传至公开网站、发布至自媒体、传输至即时交流软件等）。违反本条规定者将移送公安机关处理。

**6.** Any request by a public security officer to review or copy any surveillance records much obtain prior written approval from his/her superior. The UIC Security Office will seek approval from the Vice-President before the handing over of or allowing the review of any records.

现职公安机关办案人员需查阅视频或因公需要拷贝监控视频资料的，保卫处将在接到请求后上报道分管副校长处审核批准后方可查阅和拷贝，保卫处需留存办案人员工作证件复印件及办案人员单位出具的批准文件或证明文件，并记录查询时间、查询范围、查询目的等相关信息。

**7.** Time for Surveillance Record Review: Monday to Friday 09:00—17:00, any other time will not allow reviewing in case of major public security, criminal cases and other major cases.

视频查阅时间：周一至周五 9：00—17：00，除重大治安、刑事案件以及其他重大事件外其他时间不可查阅。

Estates Management Office

二〇二一年十二月

**Application Form for Reviewing Surveillance Records**

**技防监控视频查阅审批登记表**

|  |  |
| --- | --- |
| Name 姓名 | Gender 性别 Nationality国籍 |
| Type of ID Card证件类别 | □ 学生卡 Student Card □ 职员证 Staff Card □ 身份证 Identity Card |
| Card Number 证件号码 |  |
| Contact Phone Number联系电话 |  |
| Department 部门 | Application Date（M/D/Y）申请日期 |
| Date and Time for Surveillance Record Review 查询日期和时间 |  |
| Venue of Surveillance Record Review 查询地点 |  |
| Reasons for Surveillance Record Review 查询事由 |  |
| Approval/Disapproval by the Unit Head of the Applicant 申请人部门意见 |  |
| Approval/Disapproval by the Security Office 保卫处意见 |  |
| Approval/Disapproval by the Vice President (In case of copying surveillance records) 分管学生和总务工作副校长意见 （拷贝资料时需要） |  |
| Notes (If the application is approved, applicants must read carefully all the regulations and sign. If the application is denied, please provide reasons; applicants must sign the form.  备注（如果批准查看请写清楚情况并让申请人签名；如果没有批准请写明原因并让申请人签名） |  |

□ I have read carefully and understand the “Beijing Normal University- Hong Kong Baptist University United International College Regulations and Policy on Reviewing Surveillance Records”

本人已经细阅及明白《北京师范大学-香港浸会大学联合国际学院技防监控视频查阅管理规定》。

□ I fully understand that the application or video footage may only be reviewed by the authorized staff of the UIC Security Office or the staff who with approval authority.

本人知道申请的资料仅会被保卫处有权限的职员及附有审批权限的人员查看。

Please √ in the empty boxes. 请在适当的空格内填写√ 号。