

Beijing Normal-Hong Kong Baptist University Regulations and Policy for Reviewing Surveillance Records 北师香港浸会大学 技防监控视频查阅管理规定

I. Surveillance devices represent crucial tools to provide effective protection at Beijing Normal-Hong Kong Baptist University (BNBU). 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 BNBU surveillance records are as follows:

1. 监控设施是学校安全“技防”工作的重要措施和有效工具，也可作为“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：

II. Estates Management Office will be in charge of all surveillance in and outside classrooms on the college campus. EMO 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.

2. 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物业管理处负责管理，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。

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

3. 凡需查阅监控视频的师生须填报《北师香港浸会大学技防监控视频查阅审批登记表》，明确查阅监控视频的事由，经审批后由物业管理处专人调频。申请人对查阅或复制的监控视频负有保密义务。

IV. 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.

4. 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。

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

5. 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。

VI. 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.

6. 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。

VII. Any request by a public security officer to review or copy any surveillance records must obtain prior written approval from his/her superior. EMO will seek approval from the Vice-President before the handing over of or allowing the review of any records.

7. 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，物业管理处将在接到请求后上报分管副校长处审核批准后方可查阅和拷贝，物业管理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。

VIII. 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.

8. 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
二〇二五年三月



☐ I have read carefully and understand the "Beijing Normal-Hong Kong Baptist University Regulations and Policy on Reviewing Surveillance Records".

☐ I fully understand that the application or video footage may only be reviewed by the authorized staff of EMO or the staff who with approval authority.

本人知道申请的资料仅会被物业管理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。