



澳門大學
UNIVERSIDADE DE MACAU

University of Macau

Personal Data Collection Declaration

(Telephone Message Recording)

This Statement explains the policies of the University of Macau (hereinafter known as “UM”) on telephone message recording.

1. Telephone Message Recording

- For the convenience sake of users who are away from his/her office, telephone message recording function is provided for callers to leave telephone message in the message mailbox. Authorized users could listen to all stored messages inside the mailbox on and off campus. Therefore telephone message recording function is already installed to some of the telephone extension lines in UM.

2. Purposes for Telephone Message Recording

UM provides telephone message recording, with the following aims and objectives:

- Users could use telephone to retrieve and listen to their telephone messages.

3. Personal Data Collected from Telephone Message Recording

- When using the telephone message function, UM needs to embed relevant technologies in the telephony exchange system to record the following data: date, time and content of telephone message.

4. Use of Personal Data from Telephone Message Recording

- UM reserves the right to access all the data collected for the mentioned purposes.

5. Authorized Personnel with Access to the Data Processed from Recording

- In case of disciplinary investigations, the relevant data may be transferred to the personnel who are responsible for disciplinary investigation.
- In case of criminal investigations, and when it is mandatory as required by law, the data may be submitted to police authorities, judicial authorities or other competent institutions.



6. Data Retention Period

- Users could delete the message after listening, or according to the pre-set recording time of the message system, with a maximum retention period of 45 days for all telephone messages. In case of criminal investigations, violation of UM regulations and when it is mandatory as required by law, the relevant data may be retained until it is submitted to authorities or institutions as stated in point 5, or one month after the verdict of trial, or even longer upon the request of those authorities or institutions.

7. Consequences of Violation

- Any person who violates this Statement is liable to punishments, including the possibility of dismissal.

8. Rights of Employees

- In accordance with the law, employees have the right to information, the right to access and the right to object. Any request for exercising the right of access should be made in writing, and subject to a reasonable fee.