



澳門大學
UNIVERSIDADE DE MACAU

University of Macau

Personal Data Collection Statement

(Video Monitoring)

This Statement explains the policies of the University of Macau (hereinafter known as “UM”) on video monitoring.

1. Video monitoring

- Owing to the need of operation, video-monitoring facilities are installed within UM.
- All the video-monitoring facilities are in 24-hour automatic working mode. The locations of the surveillance cameras are as follows:
 - a. lobbies;
 - b. security centre;
 - c. computer laboratories;
 - d. laboratories;
 - e. library;
 - f. entrances and exits (offices, stockrooms & sports complex);
 - g. barrier entrance and exit;
 - h. roadways;
 - i. car parks, lifts and corridors, etc.

2. Purposes of video monitoring

UM conducts video monitoring, with the following aims and objectives:

- To safeguard UM’s assets/properties and other legitimate interests;
- To protect employees and students’ safety and other legitimate interests;
- To appraise employees and students’ behaviour.

3. Personal data collected from video monitoring

- All the images in front of the camera lens, the corresponding dates and time will be recorded automatically by the video monitoring facilities and relevant technology adopted by UM.



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4. Use of personal data collected from video monitoring
 - UM reserves the right to access all the data collected for the mentioned purposes.

5. Authorized personnel with access to the data processed from monitoring
 - The personnel who are responsible for security monitoring are authorized to observe the immediate records, but they are prohibited to access any of the past records; only the person who is in charge of UM and the designated personnel have the right to access both the immediate and past records. They all have the obligation to observe the rules set in this Statement and to keep all the data confidential.
 - In case of disciplinary investigations, the relevant data may be transferred to the personnel who are responsible for disciplinary investigations.
 - In case of criminal investigations, and when it is mandatory as required by law, the data may be passed on to police authorities, judicial authorities or other competent institutions.

6. Data retention period
 - The above data will generally be retained for less than six months. In case of criminal investigations, violating the university's regulations and when it is mandatory as required by law, the relevant data may be retained until after it is passed on to authorities or institutions stated in point 5, or one month after the verdict of the 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 and students
 - In accordance with the law, employees and students have the right to information, the right of access and the right to object. The request for exercising the right of access has to be done in writing, subject to a reasonable fee.