



Personal Data Collection Statement on **Live & Recorded Video Monitoring**

This Statement is a policy statement of University of Saint Joseph (hereafter referred to as USJ) regarding video monitoring within the USJ campus.

1. Live & Recorded Video monitoring

Based on the need of management, video-monitoring facilities are installed in USJ Nape 1 campus. Places with video-monitoring facilities include: entrances and exits of passages, corridors, computer rooms and laboratories. All the video-monitoring facilities are usually in 24-hour automatic recording.

2. Purpose of video monitoring

The University conducts video monitoring, with the following aims and objectives:

- To guarantee public's security, USJ property safety and other legitimate rights and interests;
- To guarantee service quality;
- To prevent, and assist the investigation of, violations of disciplinary and/or criminal offences, if any.

3. Personal data collected from video monitoring

For monitoring purpose, USJ adopts technical measures in video recording monitoring facilities to automatically record within monitoring areas in corresponding dates and time.

4. Use of personal data collected from video monitoring

USJ can consult the data recorded for the purposes mentioned above.

5. Personnel authorized to monitor and handle the recorded data

Personnel responsible for security monitoring are authorized to observe the immediate records, but they are not allow to access past records. Only USJ Executive Council and designated personnel have the right to consult the past records. All these persons must abide by this Statement and have the obligation to retain information in confidence.

In case of a disciplinary investigation, the relevant data may be passed on to the personnel responsible for disciplinary investigations.



In case of a criminal investigation, and when it is mandatory as required by law, the relevant data may be passed on to police authorities, judicial authorities or other competent institutions.

6. Duration of the Data Retention

Generally, the retention period of the above data is 10 days. In case of a criminal investigation, and when it is mandatory as required by law, the relevant data may be retained until it is passed on to authorities or institutions stated above, or one month after the verdict of the trial, or even longer upon the request of those authorities or institutions.

7. Consequences of Violation

The person violating this Statement is liable to disciplinary and/or legal action.

8. The Rights of the Staff and Students

USJ staff and students have the right to information concerning themselves, the right to request access to the recorded data of themselves and the right of opposition. When exercising the right of access, an individual should apply in writing to USJ's Administrator.

9. Protection of Privacy and Public Notification

To protect privacy, public notices are displayed in places where video monitoring systems are installed.

10. Validity date and the right of interpretation

This Statement is approved by the Executive Council on 17 January 2017, and effective on 17 January 2017. For questions or missing items arising from this Statement will be decided by USJ's Executive Council.