



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
 - 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 listed below:
 - Security Centre and security control rooms, computer laboratories and laboratories, library, counters, lobbies, lifts and corridors, entrances and exits of all buildings and storerooms, entrance and exit barriers, roadways and car parks, swimming pool and club house, gym room, classroom, kitchen, food serving area, campus border, event venues.
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;
 - To facilitate academic and research activities;
 - To ensure food safety;
 - To collect data regarding activities held on campus.
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.
4. Use of personal data collected from video monitoring
 - Designated UM personnel reserve the right to access all the data collected for the mentioned purposes.
5. Designated 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 retrieve any of the past records; only designated UM personnel have the right to view and retrieve 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, the data has to be passed on to the relevant competent authorities upon their requests.
6. Data retention period
 - The above data will generally be retained for less than one month after the investigation and/or the verdict of the trial is completed.
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.