Application No.:

National Tsing Hua University College of Technology and Management Surveillance Footage Access and Duplication Application Form

Physical location of footage to retrieve		Application Date	(Y) (M) (D)
Date and time to be retrieved	To	(Year) (Month) (Day) (Hour) (Minute) (Year) (Month) (Day) (Hour) (Minute)	
Reason/purpose			
Applicant		Contact No.	

Affidavit for this application: I, _____ am applying for the access and duplication of surveillance footage managed by the National Tsing Hua University College of Technology and Management, and will comply with all regulations stipulated in National Tsing Hua University College of Technology and Management Operating Rules for Retrieving Surveillance Footage, including the Personal Data Protection Act, and Articles 12 and 13 of the Rules.

Unit Supervisor	
Implementing Unit	
Co-implementing Unit	
Retrieval Result	☐ **No specific evidence data has been found; no duplication is needed.** ☐ **Data useable as evidence has been found; the application for duplication is approved.** (Bring your own blank optical disc or USB/or hard disk drive)
Unit supervisor's instructions	☐ **No duplication required; case closed** ☐ **Duplication approved** Stamp for approval:
Description	1. This Form shall be filled out within 14 days of incident occurrence, and be submitted to CTM after being signed and approved by the unit supervisor. 2. The access and duplication application shall be submitted to the CTM Office for approval. The internal access/duplication under management units' authority shall be determined by the respective unit supervisors. 3. If duplication is approved, applicants shall be requested to bring their own blank optical discs/USB/hard disk drive, and present such to CTM for copying. 4. After the application is processed, management personnel shall record the implementation status in the Retrieval Result column of this Form. 5. This Form shall be kept by CTM's management units in dedicated files for checking and audits.