

實踐大學個人資料同意書 USC Personal Information Collection Policy

實踐大學個人資料提供同意書（以下簡稱本同意書）說明實踐大學（以下簡稱本校），將如何蒐集、處理、利用本校所蒐集到的個人資料。當您簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容及其後修改變更規定。

This Policy sets forth how Shih Chien University (hereinafter referred to as “USC”) will collect, process and use the personal information you submit to USC. Your signature below indicates that you have read, understood and agree to accept all the practices as described in this Policy and its subsequent updates.

若您未滿二十歲，應於您的法定代理人閱讀、瞭解並同意本同意書之所有內容，方得使用本服務。

If you are under the age of 20, you shall not use the services as described in this Policy unless your legal representative has read, understood and agree to all the practices as described in this Policy.

一、基本資料之蒐集、更新及保管：

1. 本校蒐集您的個人資料在中華民國《個人資料保護法》與相關法令之規範下，蒐集、處理及利用您的個人資料。
2. 請於填寫時提供您本人正確、最新及完整的個人資料。
3. 若您的個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。
4. 若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將損失相關權益。
5. 您可依中華民國《個人資料保護法》，就您的個人資料行使以下權利：
(1)請求查詢或閱覽。(2)製給複製本。(3)請求補充或更正。(4)請求停止蒐集、處理及利用。(5)請求刪除。

I. Collection, update and management of general information

- (I) USC will collect, process and use your personal information in accordance with the Personal Information Protection Act and relevant laws and regulations enacted in the Republic of China (Taiwan).
- (II) You shall provide accurate, updated and complete personal information.
- (III) You shall inform USC of any changes in your personal information to ensure that the information remains accurate, updated and complete.
- (IV) You will lose certain rights or benefits if you provide incorrect, untrue, outdated, incomplete or misleading information.
- (V) Pursuant to Taiwan’s Personal Information Protection Act, you may exercise the following rights with respect to your personal information:

1. Right to make an inquiry or request for a review of personal information;
2. Request to make duplications of personal information;
3. Request to supplement or correct personal information;
4. Request to discontinue collection, processing or use of personal information;
5. Request to delete personal information.

二、蒐集、處理及利用之目的：

依據法務部頒布《個人資料保護法之特定目的及個人資料之類別》本校蒐集您個人資料之特定目的如下：
人身保險(001)、人事管理(002)、入出國及移民(003)、公共關係(013)、文化行政(016)、文化資產管理(017)、民意調查(024)、全民健康保險、勞工保險、農民保險、國民年金保險或其他社會保險(031)、存款與匯款(036)、行政裁罰、行政調查(039)、兵役、替代役行政(042)、志工管理(043)、災害防救行政(045)、兩岸暨港澳事務(047)、法人或團體對股東、會員（含股東、會員指派之代表）、董事、監察人、理事、監事或其他成員名冊之內部管理(052)、法制行政(053)、法院執行業務(055)、社會服務或社會工作(058)、非公務機關依法定義務所進行個人資料之蒐集處理及利用(063)、保健醫療服務(064)、信用卡、現金卡、轉帳卡或電子票證業務(067)、契約、類似契約或其他法律關係事務(069)、政府資訊公開、檔案管理及應用(073)、政府福利金或救濟金給付行政(074)、計畫、管制考核與其他研考管理(078)、旅外國人急難救助(085)、財產管理(094)、財稅行政(095)、退撫基金或退休金管理(097)、商業與技術資訊(098)、教育或訓練行政(109)、產學合作(110)、陳情、請願、檢舉案件處理(113)、勞工行政(114)、場所進出安全管理(116)、就業安置、規劃與管理(117)、智慧財產權、光碟管理及其他相關行政(118)、發照與登記(119)、稅務行政(120)、訴願及行政救濟(122)、募款（包含公益勸募）(127)、會計與相關服務(129)、會議管理(130)、試務、銓敘、保訓行政(134)、資（通）訊服務(135)、資（通）訊與資料庫管理(136)、資通安全與管理(137)、運動、競技活動(142)、運動休閒業務(143)、僱用與服務管理(145)、圖書館、出版品管理(146)、廣告或商業行為管理(152)、影視、音樂與媒體管理(153)、衛生行政(156)、調查、統計與研究分析(157)、學術研究(159)、憑證業務管理(160)、護照、簽證及文件證明處理(168)、體育行政(169)、其他中央政府機關暨所屬機構內部單位管理、公共事務監督、行政協助及相關業務(171)、其他公共部門（包括行政法人、政府捐助財團法人及其他公法人）執行相關業務(172)、其他公務機關對目的事業之監督管理(173)、其他

司法行政(174)、其他地方政府機關暨所屬機構內部單位管理、公共事務監督、行政協助及相關業務(175)、其他自然人基於正當性目的所進行個人資料之蒐集處理及利用(176)、其他金融管理業務(177)、其他財政收入(178)、其他財政服務(179)、其他經營合於營業登記項目或組織章程所定之業務(181)、其他諮詢與顧問服務(182)。

II. Purpose of collecting, processing and using personal information

In accordance with the "Specific purpose and the classification of personal information of the Personal Information Protection Act" as promulgated by the Ministry of Justice, USC will collect your personal information for purposes relating to the following matters: life and health insurance (001), personnel management (002), arrival and departure & immigration (003), public relations (013), culture administration (016), cultural heritage management (017), poll (024), national health insurance, labor insurance, farmers insurance, national pension insurance or other social insurance (031), deposit and remittance (036), administrative sanction and investigation (039), administration of conscription and substitute military service (042), volunteer management (043), administration of disaster prevention and protection (045), cross-strait cum Hong Kong and Macao affairs (047), legal persons or organizations' internal management regarding name lists of shareholders, members (including representatives designated by shareholders or members), directors, supervisors, board members, supervisory board members or other registered members (052), administration of legal affairs (053), court enforcement matters (055), social service or social work (058), collection or processing of personal information by non-government agencies under legal obligations (063), health and medical services (064), credit card, cash card, debit card or electronic stored-value card business (067), contracts, contract-like documents or other legal relations matters (069), freedom of government information, archives administration and management (073), government welfare and social welfare payment administration (074), plan, control, evaluation and other research and evaluation management (078), emergency services/assistance for citizens traveling abroad (085), property management (094), fiscal administration (095), pension fund or pension management (097), business and technical information (098), education or training administration (109), industry-academic collaboration (110), petition and report handling (113), labor administration (114), site safety management (116), job placement, planning and management (117), intellectual property rights, CD management and other related administrative matters (118), licensing and registration (119), tax administration (120), petition & appeals and administrative remedies (122), fundraising (including charity fundraising) (127), accounting and related services (129), meeting management (130), administration of examination, civil service and civil service protection & training (134), information (and communications) services (135), information (and communications) and database management (136), information and communications security and management (137), sports and athletic competitions (142), sports and recreation matters (143), employment & service administration (145), library and publication management (146), advertisement or commercial behavior management (152), movie, television, music and media management (153), sanitation administration (156), investigation, statistics and research analysis (157), academic research (159), certificate administration (160), passport, visa and certified documents management (168), athletic administration (169), internal control, supervision over public affairs, administrative assistance and related services handled by other central government authorities and their subordinate authorities (171), relevant matters handled by other public agencies (including non-departmental public bodies, government-sponsored foundations and other public legal persons) (172), supervision and management by other public institutions over matters with specific purposes (173), other judicial administration (174), internal control, supervision over public affairs, administrative assistance and related services handled by other local government authorities and their subordinate authorities (175), collection, processing and use of personal information by other natural persons based on legitimate purposes (176), other financial management matters (177), other fiscal revenues (178), other fiscal services (179), other business operations in accordance with registered business scope or organization Prospectus (181), and other consulting services (182).

三、 蒐集、處理及利用之個人資料類別：

依據法務部頒布《個人資料保護法之特定目的及個人資料之類別》本校個資蒐集、處理及利用之類別如下：基於上述目的本校將蒐集您的個人基本資料、學歷相關資料、證(執)照、專長、本校各類申辦類別證明文件、在校期間之教學、研究、服務與輔導、健康檢查、工作經歷、其他因學校各項業務執行所需之資料(以上資料於法定類別包含「識別類」、「特徵類」、「家庭情形」、「社會情況」、「教育、考選、技術或其他專業」、「健康與其他」、「受僱情形」、「其他各類資訊」等)。

III. Types of personal information collected, processed and used

In accordance with the "Specific purpose and the classification of personal information of the Personal Information Protection Act" as promulgated by the Ministry of Justice, USC will collect the information regarding your general information, education status, certificates and licenses, specialties, certified documents as required by USC procedures, teaching, research, administrative services, counseling, physical examination, employment history, or other types of information required for university-related matters (the above items are classified in law into several types: individual identification, individual characteristics, family background, social conditions, education, examination, technique or other profession, health conditions and others, employment and other types of information.)

四、 個資利用之期間、地區、對象及方式：

1. 期間：個資蒐集之特定目的存續期間，依相關法律、法令或契約規定之保存年限或本校因執行教育、訓練、研究、校務行政、輔導、財產管理相關業務所必須之保存期間。
2. 地區：本國及與本校有業務往來之國內外機構營業處所所在地。
3. 對象：本校教學行政相關業務人員、境內（外）其他往來學校、保險公司、往來金融機構、醫療健檢機構、依法有調查權機關、主管行政機關。
4. 方式：以自動化機器或其他非自動化之方式，依誠實及信用方法利用。

IV. Time period, regions, targets and methods of using the personal information collected

1. Time period: Retention period of personal information will be defined in accordance with relevant laws, regulations or agreements, or in line with purposes related to teaching, training, conducting research, administrative matters, counseling, school assets on behalf of USC.
2. Regions: Offices of domestic and foreign entities which collaborate with USC.
3. Targets: Parties of using the personal information include the USC staff, domestic and overseas affiliated schools, insurance companies, correspondent financial institutions, medical institutions providing physical examination services, and competent authorities that are entitled to investigate or carry out administrative measures.
4. Methods: All personal information will be collected automatically with machines or non-automatically and processed in good faith.

五、 您得自由選擇是否提供相關個人資料，惟若您拒絕提供相關個人資料，本校將無法進行必要之審核及處理作業致無法提供您相關事項之申請與辦理。

V. You may choose to provide or withhold your personal information. If you refuse to provide your personal information, USC will not be able to provide you with personal information-related services by carrying out necessary audit and processing measures.

六、 您瞭解此一同意書符合《個人資料保護法》及相關法規之要求，具有同意本校蒐集、處理及使用您的個人資料之效果。

VI. You acknowledge that this Policy respects your rights and interests in accordance with the Personal Information Protection Act, and you agree to USC's collection, processing or use of your personal information.

七、 本同意書如有未盡事宜，依《個人資料保護法》及其他相關法規之規定辦理。

VII. Matters that are not covered in this Policy shall be handled in accordance with the Personal Information Protection Act and other relevant laws and regulations.

八、 本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以臺灣臺北地方法院為第一審管轄法院。

VIII. The interpretation, validity and performance of this Policy shall be governed by the applicable laws of Republic of China (Taiwan). Any disputes arising out of or in connection with this Policy shall be governed by the Taiwan Taipei District Court as the court of first instance.

本人已瞭解上述事項，並同意遵守上述個人資料使用相關內容。

I acknowledge and consent that I have read, understood and agree to accept the above statements.