

## 淡江大學個人資料公務使用同意書

本同意書說明淡江大學國際暨兩岸事務處境外生輔導組（以下簡稱本組）將如何處理本組所蒐集到的個人資料。

當您勾選「我同意」並簽署本同意書時，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。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及其後修改變更規定後，方得使用本服務，但若您已接受本服務，視為您已取得法定代理人之同意，並遵守以下所有規範。

### 一、基本資料之蒐集、更新及保管

1. 本組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，依據本校【隱私權政策聲明】，蒐集、處理及利用您的個人資料。
2. 本組因執行業務所蒐集您的個人資料包括姓名、原屬機構、護照號碼、身份證字號/居留證號/統一編號、生日、國籍、聯絡方式(電話、E-Mail)等，請於申請時提供您本人正確、最新及完整的個人資料。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。
3. 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。

但因本組執行職務或業務所必須者，本處得拒絕之。

若您因行使上述權利，而導致權益受損時，本處將不負相關賠償責任。

### 二、蒐集個人資料之目的

1. 本組為執行輔導業務之相關作業所需。
2. 當您的個人資料使用方式與當初本組蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本處提供個人資料，但您可能因此喪失您的權益。
3. 本組利用您的個人資料期間為即日起 10 年內，利用地區為台灣地區。

### 三、基本資料之保密

您的個人資料受到本校【隱私權政策聲明】之保護及規範。本處如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本組將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

### 四、同意書之效力

1. 當您勾選「我同意」並簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容，您如違反下列條款時，本組得隨時終止對您所提供之所有權益或服務。
2. 本組保留隨時修改本同意書規範之權利，本組將於修改規範時，於本組網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請勿繼續接受本服務。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。
3. 您自本同意書取得的任何建議或資訊，無論是書面或口頭形式，除非本同意書條款有明確規定，均不構成本同意條款以外之任何保證。

### 五、準據法與管轄法院

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。

### 六、自由選擇提供資料權利

您得自由選擇是否提供個人資料予本組，若不提供或提供不正確（含不完整）之個人資料，本組可能無法進行必要之作業而無法提供更佳協助，敬請見諒。

我已閱讀並接受上述內容      我不同意上述內容

當事人簽名(請親簽)

年            月            日

## TKU Consent Letter to Utilize Personal Data

This consent letter describes the process of personal data collection by Office of International and Cross-Strait Affairs (OICSA). By ticking the "I agree" box and signing this Consent, you have confirmed that you have reviewed, understood, and agreed to the terms of this Consent and its amendments. If you're under 20, you can't use the service until your legal guardian has reviewed, understood, and agreed to the terms of this Consent and its amendments. Nevertheless, you will be deemed to have obtained your legal guardian's consent and agreed to comply with the following terms if you have used the service.

### A. Collection, Updating, and Custody of Personal Data

1. OICSA will collect, process, and use your personal data in accordance with the Personal Data Protection Act and other relevant laws and regulations as well as TKU's Privacy Policy.
2. To practice our duty, we need to collect the personal data, including your name, institution, passport, ARC ID, date of birth, nationality, and contact information (phone numbers or email). You have to provide the most correct, updated, and completed personal data when you fill out the application. Your rights and interests may be affected if you provide OICSA with false, outdated, partial, or misleading personal data.
3. You may exercise the following rights in regards of your personal data in accordance with the Personal Data Protection Act: (a) to inquire or review your personal data; (b) to ask for duplicates of your personal data; (c) to ask to supplement or correct your personal data; (d) to discontinue collection, processing or using your personal data; and (e) to delete your personal data.  
OICSA may refuse your request(s) in order to perform its duties or conduct its business.  
OICSA will not compensate any loss or damage you may sustain from the exercise of such rights.

### B. Purposes of Collecting Personal Data

1. In order to conduct the necessary guidance related operations.
2. OICSA will ask for your written consent in advance if your personal data needs to be used for any other purpose. You may refuse to provide your personal data, but you may lose your rights or interests accordingly.
3. OICSA may use your personal data in Taiwan for a period of 10 years commencing from the date of application submission.

### C. Protection of Personal Data

Your personal data is protected by TKU's Privacy Policy. Please review the Privacy Policy for its full text. If OICSA violates the Personal Data Protection Act or your personal data is stolen, divulged, modified, or damaged owing to any natural disasters, extraordinary event or circumstance beyond its control, OICSA will notify you by telephone, mail or e-mail, or post the notification at our website, whichever TKU deems appropriate, after conducting necessary investigations.

### D. Effect of Consent

1. By ticking the "I agree" box and signing this Consent, you confirm that you have reviewed, and understood, and agreed to all the terms of this Consent. If you breach any terms of this Consent, OICSA may terminate all the rights and services given to you whenever it deems necessary.
2. OICSA reserves the right to amend this Consent at any time. OICSA will post the amendments at its website and will not send a separate notification to you. Discontinue this service if you object to the amendments. If you continue this service, you'll be deemed to have agreed to be bound by the amendments.
3. Unless otherwise expressly provided herein, no suggestion or information, neither in written format or orally delivered, that you may obtain in connection with this Consent.

### E. Governing Law and Jurisdiction

This Consent shall be construed and interpreted in accordance with the laws of the Republic of China.

### F. Rights of Freedom of Choice to Provide Information

You're free to choose whether to provide personal information to us, if you don't provide or provide incorrect (including incomplete) personal information, we may be unable to conduct the necessary operations and unable to provide a better assistance, please understand.

I have reviewed and agree to the terms of this Consent     I disagree

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(hand-written signature is necessary) (YYYY/MM/DD)