

【教職員資訊系統】 個資宣告

Announcement of Personal Information Collection and Usage Agreement on Faculty and Staff Integration System

個資宣告同意書 Personal Information Collection and Usage Agreement

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銘傳大學(以下簡稱本校)基於人力資源管理、教育行政管理，以及本校依法設立之法定義務作業使用等目的，依誠實及信用方法蒐集您個人資料。為了保障您的權益，請務必詳讀本聲明書細節內容，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。

Ming Chuan University (hereforth called the university) collects your personal information in good faith and honesty for the purposes of human resource management, educational administrative management and legal obligation set in accordance with relevant regulations. In order to protect your rights and facilitate your understanding of how the university collects and uses your personal information, please make sure that you carefully read all of the contents in this agreement.

一、基本資料之蒐集、更新及保管

Collection, update and safe-keeping of basic information

- 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，依據本校【個資保護管理要點】，蒐集、處理及利用您的個人資料。

The university collects, processes, and uses your personal data in accordance with the MCU Guidelines for Personal Information Protection Management, which were established based on the Personal Information Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.

- 2.請於申請時提供您本人正確、最新及完整的個人資料。

Please provide your accurate, most recent and complete personal data.

- 3.本校因執行業務蒐集您的個人資料，包含中英文姓名、ID (護照號碼)、性別、身高、體重、血型、婚姻、國籍、宗教信仰、專長領域、出生地、地址、電話、行動電話、傳真、EMAIL、學歷、經歷等相關人事基本資料，詳如填寫欄位。

Your personal data collected by the university to facilitate its administration includes the information in the columns marked as required on the form, such as Chinese and English name, ID No. (Passport No.), gender, height, weight, blood type, marital status, nationality, religion, professional specialty, birthplace, mailing address, telephone number, mobile number, fax number, e-mail address, educational history, experience and relevant personnel information.

- 4.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。

Please inform the university of any change to your personal data to maintain current information.

5. 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。

You may lose related rights or benefits if you provide incorrect, untrue, outdated or incomplete information.

6. 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：

According to the Personal Information Protection Act (ROC), you are entitled to make the following requests:

(1) 查詢或請求閱覽。To check or review the collected data

(2) 請求製給複製本。To receive a photocopy of the collected data

(3) 請求補充或更正。To supplement or revise the collected data.

(4) 請求停止蒐集、處理或利用。To cease the collection, processing or use of the collected data.

(5) 請求刪除 To delete the collected data.

但因本校執行職務或業務所必須者，本校得拒絕之。若您欲執行上述權利時，請參考本校【個資保護管理要點】之個人資料保護聯絡窗口聯絡方式與本校連繫。但因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。

However, the university may reject your requests in order to meet the administrative and operational needs of its offices. Please refer to the contact method indicated in the MCU Guidelines for Personal Information Protection Management to file such requests as mentioned above. Moreover, should you suffer any losses or diminished rights due to such requests, the university shall not be held responsible for any related compensation.

二、蒐集個人資料之目的 Purpose of Personal Data Collection

1. 本校因執行教育行政及人事行政業務，參考法務部公告之「個人資料保護法之特定目的及個人資料之類別」，制定下列目的：

The university collects your personal data for the following purposes to meet the needs of educational administration and personnel administration in accordance with the specific purpose and the classification of personal information in the Personal Information Protection Act as announced by the Ministry of Justice.

(1) 人力資源管理：001 人身保險、002 人事管理(包含甄選、離職及所屬員工基本資訊、現職、學經歷、考試分發、終身學習訓練進修、考績獎懲、銓審、薪資待遇、差勤、福利措施、褫奪公權、特殊查核或其他人事措施)、032 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、120 稅務行政、129 會計與相關服務、145 僱用與服務管理

Human Resource Management: 001 Life and Health Insurance; 002 Human Resource Management (including recruitment, resignation, employee profile, current

position, education and work experience, examination distribution, lifelong learning and training, work performance reward/punishment, assessment of rank qualifications, salary and compensation, attendance record, welfare services, deprivation of civil rights, special investigation or other personnel management); 032 National Health Insurance, Labor Insurance, Farmers Insurance, National Pension Insurance or other societal insurance; 120 Tax administration; 129 Accounting and related services; 145 Employment & service management.

(2)教育行政管理：036 存款與匯款、072 政令宣導、073 政府資訊公開、檔案管理及應用、109 教育或訓練行政、116 場所進出安全管理、118 智慧財產權、光碟管理、其他相關行政、128 廉政行政、130 會議管理、135 資(通)訊服務、136 資(通)訊與資料庫管理、137 資通安全與管理、146 圖書館、出版品管理、156 衛生行政、157 調查、統計與研究分析、159 學術研究、169 體育行政、182 其他諮詢與顧問服務

Educational Administrative Management: 036 Deposit and funds transfer; 072 Government policy propaganda; 073 Public government information, Archive management and applications; 109 Education or training administration; 116 Site safety management; 118 Intellectual Property Rights, disc management and other related administration; 128 Anti-corruption administration; 130 Meeting management; 135 Information (Communication) services; 136 Information (Communication) and database management; 137 Information communication security and management; 146 Library and publication administration; 156 Health administration; 157 Investigation, statistics and research analysis; 159 Academic research; 169 Sports administration; 182 Other consulting and consultant services.

(3)法令遵循與主管機關要求：172 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、175 其他地方政府機關暨所屬機關構內部單位管理、公共事務監督、行政協助及相關業務

Legal Compliance and Government Unit Requests: 172 Other public sector entities implementing relevant matters (including public administrative bodies, government-sponsored foundations and other public juridical persons); 175 Other local government authorities and their subordinates executing internal management, supervision of public affairs, administrative assistance and related services.

2.當您的個人資料使用方式與當初本校蒐集的目的不同時，我們會在使用前先徵求您的同意，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the above purposes stated in this

agreement. While you may refuse to provide your personal data to the university, you may lose certain rights or benefits as a consequence.

3. 本表單各項資料係僅作為教育行政及人事行政業務使用，絕不轉做其他用途，利用地區為台灣地區。

The personal information collected on this form is limited for educational administrative and personnel administration only, and will not be transferred to other uses. This personal information will be used only in Taiwan.

三、個人資料之類別 Types of personal information

本校依據各項業務需求，參考參考法務部公告之「個人資料保護法之特定目的及個人資料之類別」，制定下列項目：

The university has established the following classification of information as needed for each type of affairs in accordance with the “specific purpose and the classification of personal information of the Personal Information Protection Act” as announced by the Ministry of Justice.

1. 識別類：C001 辨識個人者、C002 辨識財務者、C003 政府資料中之辨識者。
Code types of identification: C001 Type for identifying individuals; C002 Type for identifying finance; C003 Type for identifying government data
2. 特徵類：C011 個人描述、C012 身體描述、C013 習慣、C014 個性。
Code types of characteristics: C011 Individual description; C012 Physical description; C013 Habits; C014 Character
3. 家庭情形：C021 家庭情形、C023 家庭其他成員之細節、C024 其他社會關係。
Code types of family: C021 Family; C023 Details about other family members; C024 Other social relations
4. 社會狀況：C031 住家及設施、C033 移民情形之護照、居留證明文件、C035 休閒活動及興趣、C038 職業、C040 意外或其他事故及有關情形。
Code types of social conditions: C031 Residence and facilities; C033 Immigration, passport and residency proof document; C035 Recreational activities and interests; C038 Occupation; C040 Accidents or other mishaps and related conditions
5. 教育、考選、技術或其他專業：C051 學校紀錄、C052 資格或技術、C056 著作、C057 學生、應考人紀錄。
Code types of education, examination, technique or other professional items: C051 School record; C052 Qualification or technique; C056 Works/Publications; C057 Record of students, apprentices, examinees
6. 受僱情形：C061 現行之受僱情形、C062 僱用經過、C064 工作經驗、C065 工作、差勤紀錄、C068 薪資與預扣款、C070 工作管理之細節、C071 工作之評估細節、C072 受訓紀錄。
Code types of employment: C061 Current status of employment; C062 Employment

experience; C064 Work experience; C065 Work or mission record; C068 Salary and withholding amount; C070 Details of working management; C071 Detailed evaluation of work; C072 Educational and training record

7. 財務細節：C088 保險細節。

Code types of details concerning finance: C088 Details concerning insurance

8. 健康與其他類：C111 健康紀錄、C120 宗教信仰。

Code types of health and other: C111 Record of health; C120 Religion and faith

9. 其他各類資訊：C132 未分類之資料—電子郵件。

Code types of others: C132 Data unclassified - E-mail

四、基本資料之保密 Basic Information Security

您的個人資料受到本校【個資保護管理要點】之保護及規範。本校如違反「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，本校將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。Your personal information is protected by MCU Guidelines for the Personal Information Protection Management. Should your personal information be stolen, disclosed, altered or infringed upon due to the violation of the Personal Information Protection Act by the university due to the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, the university shall inspect the cause and inform you by phone, mail, email or website notice.

五、同意書之效力 Validity of Agreement

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，本校得隨時終止對您所提供之所有權益或服務。

Your signature on this agreement indicates that you have read, understood and accepted its contents. If you breach any terms of this agreement, the university may terminate all the rights and services given to you whenever it deems necessary.

2. 本校保留隨時修改本同意書規範之權利，本校將於修改規範時，於本校網頁(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。

The university is entitled to amend the contents of this agreement, and any amendments will be publicized on the university website. Should you disagree with any amendments, please exercise your right to request that the university discontinue to collect, process or use your personal data. Otherwise, you are considered to have agreed to this amendment.

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。

Unless otherwise expressly provided herein, no suggestion or information, neither in written format or orally delivered, that you may obtain in connection

with this agreement, constitutes any guarantee outside this agreement.

六、準據法與管轄法院 Governing Law and Jurisdiction

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，並以臺灣台北地方法院為管轄法院。

The interpretation and application of this agreement shall be governed by the laws of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Taiwan Taipei District Court as the court of jurisdiction.

七、本校設有「個人資料保護專區」網站，網址為 <http://pims.mcu.edu.tw>。

MCU has established “Personal Information Protection Site” at URL <http://pims.mcu.edu.tw>.

八、對於本聲明書或個資有任何問題，請與本校校級申訴窗口—秘書處聯絡。連絡方式電話為 02-28824564 Ext. 2332；電子郵件為 danieli@mail.mcu.edu.tw。

For any questions about the agreement or personal information, please feel free to contact the university-level appeal contact unit, General Secretary's Division, at 02-28824564 Ext. 2332; e-mail address danieli@mail.mcu.edu.tw.