

國立政治大學校友個人資料事項告知暨使用同意書

親愛的校友您好：

為提供更有效率的服務品質，請您惠予協助維護最新、正確的個人資料，國立政治大學(以下簡稱本校)將會做妥善管理，並謹慎使用您的資料。為遵循中華民國個人資料保護法(以下簡稱個資法)規定，並保障您的權益，請務必詳細閱讀本同意書之各項內容，謝謝！

一、本校處理利用校友個人資料之範圍、目的、地區及期限：

- (一)本校在個資法與相關法令之規範下，蒐集、處理及利用您的個人資料。
- (二)本校為執行校友聯繫、校友活動、校友服務、輔助校友會運作等相關業務，將處理利用您的個人資料包括姓名、學籍、身分證字號(居留證號)、性別、生日、聯絡方式(電話、E-Mail、地址、服務單位相關資訊)等。因資料庫管理及系統設定皆需處理利用個人資料，校友如未簽署本同意書，將無法使用校友信箱、校友證申請，及校友福利通知等服務。
- (三)上述校友姓名、性別、學籍、聯絡方式個人資料將提供校(系、所)友會辦理校友活動及服務使用，本校提供個人資料前會進行必要審核。
- (四)本校利用您的個人資料期間為即日起永久保存，利用地區主要為台灣地區，部份個人資料將因應使用目的可能擴至其他地區。

二、校友個人資料維護更新及行使權利：

(一)您可依個資法，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。

若您的個人資料有任何異動，需申請更正，或欲行使上述之權利，請洽秘書處三組，本校將依個資法規定配合辦理。

(二)本校修改本告知暨使用同意事項時，將於校內網頁(站)公告修改之事實，若修改內容涉及個人資料之使用範圍、目的、處理利用地區及期限等，將另行取得您的同意。

National Chengchi University

Personal Information Notice and Consent Form for Alumni

Distinguished Alumni:

In order to provide higher quality and more efficient services, please ensure that you maintain current and correct personal information records with National Chengchi University ("the University") at all times. The University is committed to protecting your privacy and will use your personal information with the utmost of care. In order to comply with the Personal Information Protection Act ("PIPA") of the Republic of China, and to protect your rights and interests, please read this consent form in its entirety. Thank you for your attention.

(I) Scope, use, location, and term of retention of personal information collected from alumni:

- (a) The University collects, processes, and uses your personal information pursuant to the regulations of the PIPA of the Republic of China and other relevant laws and regulations.
- (b) The University processes and uses your personal information, including name, enrollment status, identification card number (and/or ARC number), gender, date of birth, and contact information (including telephone number, e-mail and physical address, and employment information), for the purposes of alumni communication, alumni events, alumni services, and other alumni related services.

Due to database management and system settings for personal information, failure of alumni to sign this consent will result in the University to be unable to provide use for alumni mailbox, alumni permit application, and alumni service notification service, etc.

- (c) The University will manage alumni activities and services based on the aforementioned alumni name, gender, school, contact information. The University will perform necessary audits of the personal information before information is shared.
- (d) The University will permanently preserve your personal information. The primary area of use is the Taiwan region. A portion of personal information may be extended to use other regions as required.

(II) Alumni's obligation to maintain personal information and exercise of their rights:

- (a) In accordance with PIPA, students are entitled to take the following actions regarding their personal information:
 - 1. request to query or read;
 - 2. request a duplicate;
 - 3. request to make an addition or correction.
 - 4. request to stop the collection, processing and utilization.
 - 5. request a deletion.

In the event of any change to your personal information, please contact the Third Unit Secretariat to apply for a correction. The University will process the change pursuant to PIPA.

- (b) In the event that the University modifies this Consent Form, a notice will be posted on the University's website (or webpage) and a written notice will be issued to students. The University will first acquire your consent if such a modification pertains to scope of use, purpose, processing, use, region, or term of retention of personal information.