CYCU Faculty, Staff, and Workers Personal Data Collection, Processing and Utilization Notification Statement and Letter of Consent

According to the provision of Article 8, Section 1 of the Personal Data Protection Act (hereinafter referred to as the "PDPA"), this university clearly informs the following matters when collecting personal data. Within the scope of the following purposes, this university may collect, process and use your personal data. In order to protect your rights and interests and help you understand how this university will collect and use personal information, please be sure to read the various contents of this statement and the consent form in detail.

1. Purposes of Collection

As the purposes of this university’s information management and various administrative business concerned, including but not limited to the following statutory specific purposes: 001 Life and Health Insurance, 002 Human Resource Management, 012 Public Health and Communicable Disease Control, 031 National Health Insurance, Labor Insurance, Farmers Insurance , National Pension Insurance or other social insurance, 035 Deposit Insurance, 036 Deposit and remitting, 063 Non-government agency collect or process personal information under legal obligations, 064 Health and medical services, 068 Trust business, 069 Contract, contract-like or other legal relation matters, 094 Property management, 099 Domestic and overseas interchange business, 109 Education or Training Administrative, 110 University and industry liaison system, industry-academic cooperation, 116 site safety management, 118 intellectual property rights, the disc management and other related administrative, 127 Fundraising (including charity fundraising), 129 Accounting and related services, 136 information (Communication) and database Management, 137 Information and Communication Security and Management, 145 Employment and service Administration, 157 Investigation, statistics and research analysis, 159 Academic Research, but may not involve business-related behaviors.

2. Manners of Collection

This university collects, processes, and uses your personal data through the personnel data sheets. If there is any change in personal data, please on your own initiative provide with relevant certificates to the human resources office of this university to apply for supplementation or update so as to maintain the accuracy of the data and related rights.

3. Classifications of Personal Data

C001 Identifying individuals, C002 Identifying finance, C003 Identifying in government data, C011 Individual description, C012 Physical description, C021 Family, C023 Details about other family member, C051 School record, C052 Qualification or technique, C054 Occupation expertise, C056 Works, C061 Current status of employment, C062 Employment experiences, C063 Leave office, C064 Working experiences, C065 Working or missing record, C068 Salaries and withholding amount, C071 Detailed evaluation of work, C072 Educational and training record, C081 Earning, income, property and investment, C087 Subsidies, welfares, donations, C088 Details concerning insurance, C111 Record of health.

4. Period, Region, Object and Manner of Personal Data Utilization

(1) Period: Unless stipulated otherwise by decrees or the competent authority, the retention period of personal data shall be limited to the period during which this university implements its business in accordance with the law.

(2) Region: The area of Taiwan (including Penghu, Kinmen and Matsu).

(3) Object: Relevant personnel of this university (including personnel units, main appointment units, or other units that implement various administrative business in accordance with the law), public agencies, and necessary third parties (natural persons, agencies, or groups) entrusted to deal with related matters.

(4) Manner: The manner of use that complies with the laws and regulations.

5. Rights may be exercised under the provision of Article 3 of the PDPA

(1) May inquire and ask this university for reading, or request to make and receive duplicate, and this university may charge the necessary cost according to the law.

(2) May request this university for supplements or corrections, but the concerning parties shall provide appropriate explanations according to the law.

(3) May ask this university to stop collecting, processing, using, or request for deletion, but if it is necessary for this university to implement its business according to the law, the request of the concerning party may not be followed.

When exercising the rights mentioned above, an application based on the decrees of the university ought to be submitted and verified so as to ascertain the personal identity. If entrusting other persons to handle, a power of attorney shall be shown and the identity certificate of the entrusted person shall be provided for verification.

6. The Impact on Rights and Interests If Not Providing Personal Data

The concerning parties may be free to choose whether or not to provide the relevant personal data, but still be responsible if refusing to provide the relevant personal data or the data provided is insufficient, false or mistake that resulted in injure to your rights and interests due to the incapability of carrying out the necessary administrative operations by this university.

7. Provide Personal Date under the Law

This university may provide personal data or related information in accordance with the relevant laws and regulations, and the requests of the competent agency or judicial authority under the law.

8. Applicable Law and Competent court

The interpretation, application, and related disputes of this letter of consent shall be handled in accordance with the laws of the Republic of China, and Taiwan Taoyuan District Court shall be the court of first instance jurisdiction.

 I have read, understood and agreed to the above statement.

Person who signed the letter of consent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (personally signed)

Identification document number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Republic of China Year Month Day