

個人資料蒐集、處理及利用告知聲明

Personal Data Collection, Processing, and Use Statement

為了保障您的權益及幫助您瞭解國立政治大學歐洲語文學系（以下簡稱本系）如何蒐集及使用您個人資訊，請務必詳細的閱讀本聲明書之各項內容。

To guarantee your rights and help you understand how Department of European Languages and Cultures (DELIC), National Chengchi University (NCCU) collects and uses your personal information, please carefully read the various sections of this Statement.

一、 個人資料蒐集之目的

- (一) 為舉辦學術研討會的相關必要工作所需，包括註冊、申請資助、在本系網頁(站)、研討會報名網頁和FB建立相關信息，供民眾瀏覽、查詢等。
- (二) 當您的個人資料使用方式與本系蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本系提供個人資料，但您可能因此喪失您的權益。

I. Purpose of Personal Data Collection

- (I) To perform the necessary work related to hosting academic conferences, including registration, funding assistance application, and the DELIC publishes relevant information on its website, seminar registration webpage and Facebook page for the public to browse and make inquiries, etc.
- (II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the ones specified above. However, if you refuse to provide your personal data to the DELIC, you may lose certain rights or benefits as a result.

二、 個人資料之蒐集方式

透過個資當事人親送、郵遞、網路傳輸、口頭或其他適當方式取得個人資料。

II. Methods of Personal Data Collection

The personal data collected is provided personally by the Party involved, mailed in, via the Internet, orally or through other appropriate means.

三、 個人資料之類別

個人資料含姓名、E-mail、公司/學校名稱、部門/系所、職稱、飲食習慣、車號、統編、照片。

III. Personal Data Classification

The personal data includes name, e-mail, company/ school name, department, job title, dietary requirements, license plate number, tax ID number, and photo.

四、 個人資料處理及利用

1. 期間：個人資料蒐集之特定目的存續期間，依相關法令之保存所訂保存年限或本校因執行教學、行政相關業務所必須之保存期間。
2. 地區：臺灣地區(包括澎湖、金門及馬祖等地區)、本系網頁(站)、研討會報名網頁、FB。
3. 對象：本系、本校教學行政相關業務人員、依法有調查權機關、主管行政機關、審核經費補助計畫之單位、一般大眾。
4. 方式：電子文件、紙本、網際網路公開傳播或其他合於當時科技之適當方式。

IV. Personal Information Processing and Utilization

1. When: The duration of the personal data collection for the specified purposes shall be the retention period specified in relevant laws and regulations or the retention period necessary for NCCU to perform teaching and administrative-related business.
2. Where: The Taiwan area (including Penghu, Kinmen and Matsu), the DELIC's website, seminar registration webpage and Facebook page.
3. Who: The DELIC, NCCU teaching and administrative-related personnel, agencies that have the right to investigate according to law, competent administrative authorities, units in charge of reviewing subsidy plans, general public.
4. How: Electronic documents, paper documentation, public dissemination on the Internet or other appropriate means based on the technology at the time.

五、 個人資料之蒐集、更新及保管

- (一) 本系係依據中華民國「個人資料保護法」與相關法令之規範，蒐集、處理及利用您的個人資料。
- (二) 若您的個人資料有任何異動，請主動向本系申請更正，使其保持正確、最新及完整。
- (三) 若您未提供真實且正確完整之個人資料，將影響個資當事人之權益。
- (四) 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. 查詢或請求閱覽。
2. 請求製給複製本。
3. 請求補充或更正。
4. 請求停止蒐集、處理或利用。
5. 請求刪除。

行使上述權利時，須依本系規定驗證確認本人身份後提出申請。若委託他人辦理，須另出具委託書並同時提供受託人身份證明文件以供核對。但本系因執行職務或業務所必需者，本系得拒絕您上述之請求。且因您行使上述權利，而導致權益受損時，本系將不負相關賠償責任。

V. Personal Data Collection, Renewal, and Management

- (I) The DELC will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, ROC.
- (II) Please inform the DELC of any change to your personal data to maintain the most accurate, complete, and latest information.
- (III) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (IV) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
 - 1.To check or review the collected data.
 - 2.To receive a photocopy of the collected data.
 - 3.To supplement or revise the collected data.
 - 4.To cease the collection, processing or use of the collected data.
 - 5.To delete the collected data.

When exercising the above rights, applicants shall submit an application after their identity has been verified in accordance with the regulations of NCCU. If applicants authorize another person to submit an application on their behalf, a letter of authorization shall be submitted together with the identification document of the entrusted person for verification. However, the DELC may reject such requests in order to fulfill its duties or meet the requirements of its business. Moreover, should you suffer any losses due to such requests, the DELC shall not be held responsible for any compensation.

六、 個人資料之保密

本系如違反「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，本系將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

VI. Personal Data Security

Should your personal information be stolen, disclosed, altered or infringed upon due to a violation of the Personal Data Protection Act by the DELC, the occurrence of any natural disasters, incidental changes or other force majeure events, the DELC shall inspect the cause and inform you by phone, mail, email or website notice.

七、 聲明書之效力

- (一) 當您在報名表勾選時，即表示您已閱讀、瞭解並同意本聲明書之所有內容。
- (二) 本系保留隨時修改本聲明書規範之權力，本系將於修改規範時，於本系網頁(站)公告修改之事實，不另作個別通知。

VII. Validity of Statement

- (I) Checking the "I understand" box on the registration form indicates that you have read, understood, and accepted all the contents of this Statement.
- (II) The DELC has the right to amend the contents of this Statement; any amendments shall be published on its website without any separate notification.