

Consent Form for the Collection, Processing, and Utilization of Personal Data

Please carefully read the following terms to protect your rights and help you understand how the University collects and uses your personal data.

1. Name of Institution: National Taiwan Normal University
2. Purpose of personal data collection:
Personal data is collected for the purpose of personnel management, such as personnel appointment, transfer, payroll, attendance, promotion and insurance, and other relevant operations, or for the purpose agreed by the data subject, including for specific purposes (002) Personnel Management, (078) Plan, Control Assessment and Other Research and Evaluation, (109) Education or Training Administration, and (136) Information Communications and Database Management.
3. Personal data collection method:
Personal data is collected by the data subject in person, by mail, Internet transmission, orally or other appropriate means.
4. Categories of personal data:
(C001) Personal Identification, (C011) Personal Description, (C039) License or other Permits, (C051) School Records, and (C064) Work Experience.
5. Time period, territory, recipients, and methods of personal data usage:
 - (1) Period: The period of use is the period during which personal data is collected for a specific purpose, the employment period, the period required for conducting official work or the period for data retention as prescribed by relevant laws and regulations.
 - (2) Territory: Taiwan (including Penghu, Kinmen and Matsu).
 - (3) Recipients: NTNU, competent authorities, contracted vendors.
 - (4) Methods:
 - A. Digital form, written form and other appropriate methods consistent with the technology at the time.
 - B. Utilization in accordance with Article 20 of the Personal Data Protection Act.
6. The data subject has the right to inquire, request for review, make duplications, supplement or correct, or request to discontinue collection, processing or use, or request to delete their personal data pursuant to the Personal Data Protection Act. To exercise the above rights, the data subject is required to have their identity verified in accordance with the University's regulation before submitting an application. To exercise the rights through an authorized agent, a power of attorney and proof of identity of the agent shall be provided for verification. If the above documents are not fully provided, the University may demand the applicant to supplement the needed document(s) before processing a request.
7. The decision to approve or reject a request to discontinue collecting, processing or using personal data, or to delete personal data in the preceding paragraph shall be communicated to the applicant within the statutory time limit stipulated in the Personal Data Protection Act after the University has accepted the application.
8. The data subject shall confirm the personal data provided is true and correct. If false data is found or changes need to be made, the data subject shall

immediately submit relevant documentary proof to the University to proceed with the correction.

9. The personal data collected by the University is necessary for the management operations of various official matters. Please be noted that if the data provided is insufficient or incorrect, the University will not be able to proceed with the management operations, such as appointment, payroll, promotion and insurance.
10. The University may provide personal data and related information as required by law or at the request of competent authorities or judicial authorities.
11. By signing this consent form, you acknowledge that you have read, understood, and agreed to all the contents of this consent form, and that it will be retained by the University for future reference.
12. The interpretation and applicability of this consent form and any disputes arising out of or in connection with this consent form shall be governed by the applicable laws of the Republic of China (Taiwan), with the Taipei District Court as the court of first instance.
13. If you have any questions about the contents of this consent form, please contact the Holistic Education Center at (02) 7749-3326.

I have fully understood and agreed to the above statements.

Consenter's signature:

Date: (yyyymmdd)