

Overseas Chinese University

Notice on the Collection, Processing, and Use of Personal Data

Overseas Chinese University (hereinafter referred to as “the University”) collects only the minimum necessary personal data required for essential student administration purposes—such as registration, academic evaluation, educational support, and career counseling. The University does not process any data beyond what is necessary. All collection, processing, and use of your personal data are conducted with respect for your rights and in accordance with the principles of honesty and good faith.

To protect your rights and help you understand how the University collects and uses your personal information, please read the following notice carefully:

1. Institution Name

Overseas Chinese University

2. Purpose of Personal Data Collection

For student administrative purposes or with the consent of the data subject, including but not limited to:

- Specific-purpose personal insurance (001)
- Alternative Military Service administration (042)
- Education or training administration (109)
- Tax administration (120)
- Internal unit management, public affairs supervision, administrative assistance, and related operations of other central government agencies and their affiliated institutions (171)
- Implementation of related operations by other public sectors (including administrative legal entities, government-funded foundations, and other public legal entities) (172)
- Internal unit management, public affairs supervision, administrative assistance, and related operations of other local government agencies and their affiliated institutions (175)
- Other financial services (179)
- Student (including graduate or former student) data management (158)
- Academic research (159)
- Intellectual property, Disc archive management, and related administrative functions (118)
- Information and Communications Services (135)
- Information and database management (136)
- Information security management (137)
- Library and publication management (146)
- Industry-academia collaboration (102)
- Government information disclosure, and archive management and application (073)

3. Methods of Personal Data Collection

Personal data is obtained directly from the data subject through in-person submission, postal mail, or online systems.

4. Categories of Personal Data Collected

The personal data categories may include:

- C001: Identifiers for individuals
- C002: Financial identifiers
- C003: Government-issued identifiers
- C011: Personal characteristics
- C012: Physical descriptions
- C013: Habits
- C021: Family status
- C023: Details of other family members
- C031: Residence and facilities
- C038: Occupation
- C051: School records
- C052: Qualifications or certifications
- C057: Records of Students and Examinee
- C111: Health records

5. **Processing and Use of Personal Data**

A. Duration of Use

Unless otherwise required by law or relevant authorities, personal data will be retained only for the duration necessary to fulfill the stated purposes and in accordance with University regulations.

B. Location of Use

Taiwan, including its outlying islands (e.g., Penghu, Kinmen, and Matsu).

C. Parties with Access

The University, relevant supervisory authorities, and contracted system maintenance vendors. The data will not be used for any other purposes.

D. Methods of Use

(a) Through electronic files, paper documents, or other appropriate methods based on current technology.

(b) In accordance with Article 20 of the Personal Data Protection Act (PDPA).

6. Under the PDPA, you have the right to request access, review, copies, supplementation or correction, suspension of collection/processing/use, and deletion of your personal data. To exercise these rights, you must verify your identity according to University procedures. If you authorize someone else to act on your behalf, a power of attorney and the representative's ID must be provided for verification.
7. You must ensure that the personal data you provide is accurate and complete. If corrections are necessary, please submit supporting documents to the University as soon as possible.
8. Failure to provide accurate and complete information may result in an inability to process student affairs, deliver examination results, or make emergency contact, which could affect your rights. Please take this seriously.

9. The University may provide personal data to competent authorities or judicial bodies in accordance with applicable laws or official requests.

I have thoroughly read and understood the “Notice on the Collection, Processing, and Use of Personal Data” issued by Overseas Chinese University. I fully agree to its contents and hereby provide my written consent for the University to collect, process, and use my personal data accordingly.

Signature / Stamp: _____

Date: _____