Overseas Chinese University

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

(Faculty and Staff Version)

Overseas Chinese University (hereinafter referred to as the “University”) collects only the minimum personal data necessary for the purposes of faculty and staff management, appointment, compensation, attendance and leave management, performance evaluation, benefits, education and training, and other necessary university administrative affairs, and does not process personal data beyond what is necessary. When collecting, processing, or using your personal data, the University shall respect your rights and interests and shall act in good faith and in accordance with the following principles.

To protect your rights and help you understand how your personal data are handled, please read this Notice carefully.

1. Name of Institution: Overseas Chinese University

2. Purposes of Personal Data Collection:

For purposes necessary for faculty and staff administration or purposes consented to by the data subject, including the following specific purposes: Personal Insurance (001); Education or Training Administration (109); Tax Administration (120); Internal Unit Management, Public Affairs Supervision, Administrative Assistance, and Related Affairs of Other Central Government Agencies and Their Subordinate Agencies (171); Execution of Related Affairs by Other Public-Sector Entities (including administrative corporations, government-endowed foundations, and other public-law juridical persons) (172); Internal Unit Management, Public Affairs Supervision, Administrative Assistance, and Related Affairs of Other Local Government Agencies and Their Subordinate Agencies (175); Other Financial Services (179); Academic Research (159); Intellectual Property Rights, Optical Disc Management, and Other Related Administration (118); Information and Communications Services (135); Information and Communications and Database Management (136); Information and Communications Security and Management (137); Library and Publication Management (146); Industry-Academia Collaboration (102); Government Information Disclosure, Archives Management and Application (073); and other related purposes.

3. Methods of Personal Data Collection:

Personal data are obtained through personal submission by the data subject, postal mail, email, University administrative systems, the Internet, or other lawful and appropriate means.

4. Categories of Personal Data:

The personal data collected by the University from data subjects include: C001 Identification of Individuals; C002 Identification of Financial Status; C003 Identification in Government Records; C011 Personal Description; C012 Physical Description; C013 Habits; C021 Family Circumstances; C023 Details Concerning Other Family Members; C031 Residence and Facilities; C038 Occupation; C051 School Records; C052 Qualifications or Skills; C111 Health Records; and other personal data necessary for matters related to faculty and staff administration.

5. Processing and Use of Personal Data:

A. Period of Use: Unless otherwise provided by law or unless a different retention period for personal data is prescribed by the competent central authority for the relevant industry, personal

data shall be retained only for the period necessary to accomplish the aforementioned purposes of collection. Faculty and staff data shall be retained in accordance with the relevant regulations of Overseas Chinese University.

B. Territory of Use: Taiwan, including Penghu, Kinmen, and Matsu.

C. Recipients of Personal Data: The University, competent authorities, agencies legally authorized to access such data, and contracted maintenance service providers may use the personal data only within the scope necessary for the performance of relevant duties and shall not use such data for other purposes.

D. Methods of Use: (a) Electronic documents, paper documents, or other appropriate methods compatible with the technology available at the time. (b) Use in accordance with Article 20 of the Personal Data Protection Act.

6. Rights of the Data Subject:

Pursuant to the Personal Data Protection Act, the data subject may request an inquiry into or review of their personal data, request copies thereof, request supplementation or correction, request cessation of the collection, processing, or use of their personal data, and request the erasure of their personal data. When exercising the foregoing rights, the data subject shall submit an application after their identity has been verified in accordance with the University's regulations. If another person is authorized to act on behalf of the data subject, a letter of authorization and the identification document of the authorized representative shall also be provided for verification.

7. Accuracy of Personal Data:

The data subject shall ensure that all personal data provided are true and accurate. If any information is inaccurate or requires modification, the data subject shall immediately submit the relevant supporting documents to the University for correction.

8. Consequences of Failure to Provide True, Accurate, and Complete Personal Data:

If the data subject fails to provide true, accurate, and complete personal data, this may prevent the proper execution of matters related to appointment, compensation, attendance and leave management, performance evaluation, benefits, insurance, education and training, university administration, or emergency contact, and may consequently affect the rights and interests of the data subject. Please take particular note of this.

9. Provision of Personal Data Pursuant to Law:

The University may provide personal data and related information in accordance with laws and regulations or in compliance with lawful requests made by competent authorities or judicial authorities.

I have carefully read the "Notice on the Collection, Processing, and Use of Personal Data" of Overseas Chinese University, understand and agree to all contents of this Notice, and hereby provide my written consent for the University to collect, process, and use my relevant personal data.

Signature/Seal: _____

Date: _____