

淡江大學學生事務處職涯輔導組 個人資料蒐集、處理及利用告知事項

依個人資料保護法規範，若您申請於職涯輔導組工讀、辦理求職求才登記、申請證照獎勵或參與本組各項活動前務必閱讀本聲明書及相關網頁或表單之各項內容，若您同意提出申請或報名參與本組活動，表示您同意淡江大學學生事務處職涯輔導組蒐集、處理、利用您與相關人員之下列個人資料，始繼續進行後續相關步驟。

一、個人資料蒐集機構名稱：淡江大學學生事務處職涯輔導組(以下簡稱本組)

二、個人資料蒐集之目的：辦理學生事務及職涯輔導等相關活動或作業。

三、法定之特定目的：○○一人身保險、○三一勞工保險、○三六存款與匯款、○六三非公務機關依法定義務所進行個人資料之蒐集處理及利用、○九○消費者、客戶管理與服務、一○九教育或訓練行政、一一七就業安置、規劃與管理、一二九會計與相關服務、一五七調查、統計與研究分析、一七一其他中央政府機關暨所屬機關構內部單位管理、公共事務監督、行政協助及相關業務。

四、個人資料之類別：姓名、電話、Email、戶籍地址、通訊地址等(C○○一)、金融機構帳號(C○○二)、身分證字號、統一證號/護照號碼或居留證號(C○○三)、出生年月日、年齡、性別等(C○一一)、婚姻(C○二一)、學校紀錄(C○五一)、資格或技術(C○五二)、保險細節(C○八八)。

五、個人資料處理及利用：

(一) 個人資料利用之期間：除法令或教育部及本校法規另有規定外，由本組依業務需求所須之年限進行保存。

(二) 個人資料利用之地區：台灣地區

(三) 個人資料利用之對象：本組相關人員及委任其處理本活動相關事務之必要第三人。

(四) 個人資料利用之方式：

1、電子文件、紙本或其他合於當時科技之適當方式。

2、符合個資法第 20 條規定之利用。

六、您得依個資法規定請求查詢、閱覽、製給複製本、補充或更正、請求停止蒐集、處理或利用及請求刪除。您行使上述權利時，須填具申請表並檢具身分證明文件向本組提出申請。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。若申請人不符前述規定，本校得請申請人補充資料，以為憑辦。

七、前條停止蒐集、處理、利用或請求刪除個人資料之請求，不得妨礙本組依法所負之義務。

八、您應確認提供之個人資料，均為真實且正確；如有不實或需變更者，您應立即檢附相關證明文件送交本組辦理更正。

九、報名人員如不提供或未提供真實且正確完整之個人資料，導致無法進行本組相關業務或活動等，將影響您無法參與是項活動。

十、本組得依法令或遵照主管機關、司法機關依法所為之要求，提供個人資料及相關資料。

十一、若您對此告知事項之內容有任何疑慮，請與本組聯絡(02) 26215656 轉 2350。

Notification of Personal Data Collection, Processing, and Utilization

Career Guidance Section

In accordance to the regulation of Personal Information Protect Act, anyone who comes forth to Career Guidance Section for work study, filing recruitment, job hunting, or participating in various activities must read this guideline, related webpages, and the contents of all forms carefully. Your submitting any applications or registrations for the programs interested will mean that you understand and agree how your personal data and that of related people are collected, processed, and utilized. All the related processes then can proceed based on the mutual understanding.

1. Name of the institution: Career Guidance Section(hereinafter to be referred as our section)
2. Purposes of information Collection: based on the need to conduct the career guidance services for students.
3. The specific purposes of using personal information regulated by the Personal Information Protection Act are listed herein, with correspondent codes : (001)life and health Insurance, (031) labor insurance , (036) deposit and transfer, (063) personal information collecting and utilizing for non-government organization, (090) consumer/client management and service, (109) administrative education and training, (117) career placement, planning and management, (129) accounting and related services, (157) investigation, accounting and research analyzing, (171) administrative management of central government institutes and section, public affairs supervision, administrative assistant and related affairs.
4. Categories of personal information: C001 personal identification, C002 financial identification, C003 identification from governmental information, C011 personal description, C021 family status, C051 university record, C052 Qualification or technique, C088 Details concerning insurance.
5. The use and process of personal information:
 - (1). The period of the use of the information: The period required for the very purpose, the period required for conducting official work and the period fitted by law.
 - (2). The area where the information will be used: Within Taiwan.
 - (3). The information which will be provided to: Tamkang University, government officials and out sourcing companies.
 - (4). Ways of using the personal information:
 - I. Digital form, written form and other proper forms.
 - II. Usages fitted the Article 20 of the Personal Information Protection Act.
6. The party with regard to his/her personal information has the right to inquire and request for review, request to make duplications, request to supplement or correct, request to discontinue collecting, processing or use, request to delete the personal information according to the Personal Information Protection Act. When the party is exercising the previous rights, he/she shall fill in an application form and carry personal ID to our section for further process. In case of authorization, please beware that the ID of the person authorized shall as well be carried. If the above materials are not fully provided, the university has the right to request for the needed materials.
7. The right to request to discontinue collecting, processing or use and removal of the personal information mentioned in the above article shall not hinder the official work of our section. After receiving the application, our section will make decision within legal period. Reasons will be attached with the decision.
8. The party is responsible for the accuracy of the personal information. If false information is found or corrections are to be made to the personal information, the party shall provide essential materials to our section.
9. Please be aware that if the party does not provide accurate personal information. The rights of the person may be harmed in case of emergency or insurance application.
10. Our section has the right to provide personal information to the governmental officials or judicial officials when required.
11. If there are any questions regarding to PRIVACY POLICY AND USE OF YOUR PERSONAL INFORMATION, please contact our section at (02) 26215656 Ext.2350