

東海大學國際暨兩岸合作處華語教學中心研習中文學員個人資料蒐集、處理及利用告知事項 The Chinese Language Center of OIR of Tunghai University Personal Information Collection Statement

東海大學國際暨兩岸合作處華語教學中心（以下簡稱本中心）為蒐集研習中文學員之個人基本資料，依個人資料保護法（以下簡稱個資法）第8條及第9條規定向您告知下列事項：

The Chinese Language Center of OIR of Tunghai University (hereafter referred to as the CLC) collect students' information, and according to the Personal Data (Privacy) Ordinance No.8 and 9, you should be notified as followings:

一、蒐集目的及方式

The purposes of ways of personal information collection

(一) 基於下列蒐集目的：

Base on the purposes below:

1. 華語教育相關之報名、課務、成績、學生活動、簽證申請、國際志工接待計畫、華語課後輔導
related to the application, lesson, score, activity, visa application, buddy program and tutoring of Chinese learning
2. 資（通）訊與資料庫管理
as for the managements of information and communication
3. 各項統計調查與分析
as for survey and analysis
4. 在學及結業之學員資料管理、就學流向調查
as for the managements of studying and graduated students' information and the investigation of further study
5. 校園管理
as for the management of campus
6. 本中心履行法定義務之目的。
as for the purpose of fulfilling the statutory obligation of the CLC

(二) 個人資料之蒐集方式/個人資料之來源：

The ways and sources of personal information collecting:

1. 透過學員親送、郵遞、傳真或線上報名取得學員個人資料。
submit in person, mail, fax or fill out online application
2. 學生在學期間因應課務、輔導、成績、學籍等需求提出之各類書面申請表件。
submit applications because of the needs of lesson, tutoring, score or

identity during the semester

3. 透過國外合作單位提供之短期團學員個人資料。
provided by foreign cooperation agency

二、本中心所蒐集之個人資料包括：識別類（C001、C002、C003）、特徵類（C011）、家庭情形（C021、C023、C024）、社會情況（C033、C034、C038、C039）、教育、考選、技術或其他專業（C051、C052、C056）、財務細節（C081、C083、C088）。

The personal information collections of the CLC include: (C001、C002、C003)、(C011)、(C021、C023、C024)、(C033、C034、C038、C039)、(C051、C052、C056)、(C081、C083、C088)。

三、個人資料利用期間、地區、對象及方式：

The period, areas, objects and ways of using personal information:

(一) 利用期間：學員（含學期成績）之相關資料永久保存。

Period: Eternal keeping of student's related information (score of semester is included).

(二) 利用地區：台灣地區（包括澎湖、金門及馬祖等地區）或經學員授權處理、利用之地區。

Areas: Taiwan and anywhere permitted by the student.

(三) 利用對象：除本中心外，尚包括未達成上述蒐集目的所須提供之主管機關或相關合作單位，例如教育部、其他學術研究機構、悠遊卡公司、旅行社、保險公司等。

Objects: Except for the CLC, Ministry of Education, other academic institutions, Easy Card Company, travel agencies, and insurance companies are included.

(四) 利用方式：

Ways :

1. 學員在學期間之課務、成績、出缺席紀錄；學期成績及預警資訊之發送通知；學期中退費申請；結業後之流向、聯繫或電子報發送；開立在學證明書。

class, score, and certificate of attendance; transcript and the notice of too many absences; refund during the semester; the tendency after graduating, connection and sending e-news; issue the certificate of study

2. 提供外交部或移民署辦理簽證事宜。

provide to MOFA and immigration agency for the issues of applying visa

3. 教育部或其授權之評鑑機構基於教育調查、統計與研究分析等目的所進

行的調查訪視之必要方式。

as for educational investigation, statistics and researching analysis of
Ministry of Education and authorized evaluation institutions

4. 提供姓名、出生月日、學校名稱、學號/職員編號、卡片外觀號碼給悠遊卡公司，作為學生證記名卡掛失等相關服務之用。

as report the loss of your student card to the Easy Card Company. We will provide your name, birthday, school name, student ID and student card number to the Easy Card Company.

5. 學員競賽、活動照片公開、獲獎資訊公佈。
announcement of students' campaign, photos of activities, and awarded information

6. 獎學金審查及發放作業。
examination release of scholarship

7. 汽機車通行證申請。
apply for the vehicle' s pass on campus

四、個人資料得行使之權利及義務：

The rights and obligations:

- (一) 學員得針對個人資料依個資法規定查詢或請求閱覽、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。行使上述權利時，可以書面、電子郵件、傳真等方式與本中心聯絡並檢具身分證明文件向本中心辦理（電話：04-23590259）。

if you want to query, or ask for making the copy, supplement or revision, or you would like to ask for stopping collecting and using the personal information according to the Personal Data (Privacy) Ordinance, you could mail by post, email, or fax the CLC and show the evidence of self-identification.

- (二) 本中心各項通知（如資格審核、成績、緊急聯絡等）之被通知人，未滿二十歲者為法定代理人，法定代理人亦可進行查詢。若您滿二十歲後擬申請變更被通知人為您本人或僅限本人進行查詢，請向本中心提出申請。

the notify party of every the CLC notice (inclusive of qualification audit, score and emergency contact) is the legal representative for students under 20, and the legal representative could do the query. If you would like to apply the change of notify party to yourself when turning 20 or the query

limitation for you only, please apply at the CLC office.

五、您可以自由選擇是否提供相關個人資料，若您選擇不提供相關個人資料時，本中心將可能延後或無法進行必要之審核及處理作業，致無法提供您報名、在學期間或結業後之相關業務。

You could choose if providing related personal information freely. If you choose not to provide your personal information, the CLC might postpone or could not process some works, and lead to the consequence that you cannot sign up out program, or anything might happen during or after your study.

- * 本校為辦理學生證結合記名悠遊卡之目的，會將您的姓名、出生月日、學校名稱、學號/職員編號、卡片外觀號碼等個人資料提供予悠遊卡股份有限公司（如不同意將無法獲得學生證結合悠遊卡之功能）。
- * For the purpose of applying student ID card with Easy Card, the CLC of OIEP of Tunghai University will provide your name, birthday, school name, student ID and student card number to the Easy Card Company. (If you disagree, you cannot obtain the student ID card with the function of Easy Card.)