

## Personal Information Collection, Processing and Utilization Statement for Teachers and Staffs

Last revision Date: 2021/11/30

According to the "Personal Information Protection Act" ( hereinafter referred to as the Law ), please read the " Personal Information Collection, Processing and Utilization Statement for Teachers and Staffs" that Chang Jung Christian University has established according to the Law's Article 8 and Article 9.

1. Organization name: Chang Jung Christian University

2. Purpose of Personal Information Collection:

Based on personnel management, school administration, teaching, research, coaching, services, campus life and other purposes required by our various business operations.

Its specific purpose includes:( Please tick or delete items)

Life and Health Insurance (001),

Human Resource Management (including recruitment, separation, employee profile, current position, education, working experience, examination distribution, long term learning, training and development, performance management, Verify the qualification, compensation, attendance record, benefit, Deprived of civil rights, special check(background), other personnel management. ) (002),

Deposit insurance (035), Deposit and remitting (036),

Volunteer management (043),

Non-government agency collect or process personal information under legal obligations (063),

Health and medical services (064),

Contract, contract-like or other legal relation matters (069),

Plan, control, evaluation and other research and evaluation management (078),

Education or Training Administrative (109),

University and industry liaison system, industry-academic cooperation (110),

Site safety management (116), Tax administration (120),

Information (Communication) and database Management (136),

Investigation, statistics and research analysis (157) Student data administration (158),

Other business operation in accordance with the business registration project or organization Prospectus (181).

3. Methods of Personal Information Collection:

Personal information will be obtained through the delivering, mailing or information system of a client.

4. Code Types of Identification:

The personal information collected by the CJCU includes but is not limited to the following code types: (Please tick or delete items)

C001 Type for identifying individuals, C002Type for identifying finance,

- C003 Type for identifying in government data,
- C011 Individual description, C012 Physical description, C013 Habit,
- C021 Family, C023 Details about other family member,
- C031 Residence and facilities, C038 Occupation,
- C051 Schools record, C052 Qualification or technique,
- C061 Current status of employment, C063 Leave office,
- C064 Working experiences, C068 Salaries and withholding amount,
- C087 Subsidies, welfares, donations, C111 Record of health.

5. Personal Information Processing and Utilization

- A. When: The duration of the specified purpose for which the personal information was collected, the length of the period of preservation according to the preservation of the relevant laws and regulations, or the period of preservation required by the school for the execution of teaching and administrative related business.
- B. Where: Domestic and foreign business establishments that have business dealings with us.
- C. Who: Our teaching and administrative related business personnel, agencies that have the right to investigate according to the law, and the competent administrative agencies.
- D. How: Take advantage of honesty and credit methods in automated machines or other non-automated ways.

6. According to Article 3 of the Law, you are entitled to exercise the following rights in relation to your personal information in accordance with the provisions of the Funding Law, and you must not abandon in advance or use special restrictions:

- A. You may have an inquiry, request for reading or request for copying from this school. However, the school may a fee as required by law.
- B. You may ask us for supplements or corrections, but you should interpret it as appropriate.
- C. You may request the school to stop collecting, processing, or using and requesting deletion. However, if CJCUC is required by law to perform this business, it may not comply with the request.

7. You are free to choose whether or not to provide relevant personal data. However, if you refuse to provide relevant personal information, CJCUC will not be able to carry out the necessary audit and processing operations, and be unable to process your application.

8. You understand that this statement complies with the requirements of the Personal Information Protection Act and related regulations. If you are under twenty years of age, your legal representative should read and understand the notification statement.

9. CJCUC will reserve the right to modify the specifications of this consent form at any time.

When we change its specifications, it will announce the facts on the website, or notify in an appropriate manner. If you do not agree with the revised content, do not continue to accept this service. Otherwise, you will be deemed to have consented to and accepted the restrictions of the addition or amendment of this consent form.

10. In the event that CJCUC needs to use your personal information other than the purpose of the collection on this notice. Unless superseded by other laws, CJCUC will obtain your written consent in accordance with regulations.
11. Your personal information is protected and regulated by the "Privacy Policy statement" of CJCUC. If CJCUC violates the provisions of the "Personal Information Protection Act" or due to natural disasters, incidents or other force majeure may be stolen, leaked, tampered with, or otherwise infringed. If this is identified, CJCUC will notify you in a proper way in accordance with the relevant provisions of the "Personal Information Protection Act Implementation Rules."
12. If there is any question with this statement, it shall be handled in accordance with the provisions of the Personal Information Protection Act and other relevant regulations.
13. This notice is also posted on CJCUC's website <http://www.cjcu.edu.tw/pims>. Personal Information Protection Contact, Address: No.1, Changda Rd., Gueiren District, Tainan City 71101. Taiwan. Phone: 06-2785123#1022. Email: [pims@mail.cjcu.edu.tw](mailto:pims@mail.cjcu.edu.tw)