

NATIONAL CHENGCHI UNIVERSITY

Personal Data Collection Notification Letter to New Recruits

Dear teachers and colleagues,

In compliance with the Personal Data Protection Act, the National Chengchi University (NCCU) hereby informs you in writing concerning NCCU's collection, processing, and use of faculty and staff personal data.

Please read carefully.

I . Personal data collection, updating, and storage

1. Henceforth NCCU will collect, process, and use your personal data in compliance with the Personal Data Protection Act and related laws. Said data will be permanently stored and mainly used in Taiwan.
2. NCCU will collect your personal data (e.g., resume, salary, attendance, benefits, retirement (pension), and insurance; please refer to the personal data index for more information) to fulfill its legal duties. Thus, please cooperate in providing correct, up-to-date, and complete information.
3. Pursuant to the Personal Data Protection Act, you shall be able to exercise the following rights with regard to your personal data:
 - (1). The right to make an inquiry of and to review your personal data;
 - (2). The right to request a copy of your personal data;
 - (3). The right to supplement or correct your personal data;
 - (4). The right to demand the cessation of the collection, processing, or use of your personal data; and
 - (5). The right to erase your personal data.

If you wish to exercise the aforementioned rights or apply for changes when there are changes to your personal data, please contact Section 3 (if you are a faculty or staff) or Section 4 (if you are a contract staff, research personnel, or technical worker) of the Personnel Office. NCCU will process your request in compliance with the Personal Data Protection Act.

II . Personal data confidentiality

If NCCU causes your personal data to be stolen, leaked, tampered with, or otherwise infringed following natural disasters, accidents, force majeure, or other man-made events, NCCU will investigate and choose the appropriate method (e.g., phone call, letter, email, or website announcement) to notify you about the incident.

III . Notification letter content changes

When NCCU modifies the content of this notification letter, it will announce the amended content on its school webpage/website or notify you individually.

IV. Nationality:

- I only have citizenship in Taiwan (R.O.C.)
- Apart from my citizenship in Taiwan (R.O.C.), I also have citizenship in _____
- I do not have citizenship in Taiwan (R.O.C), I have citizenship in _____

(Please select one of the options with a “√” in accordance with your actual circumstances. The concerned party will bear legal responsibility for any fraudulent information submitted. In accordance with the Ministry of Education's regulations, any persons who acquire foreign citizenship after filling

out this form must submit an amendment of their information to NCCU within seven days. NCCU will then consider if the amendment is in compliance with Article 20 of the Nationality Act.)

I hereby confirm that I have read and fully understand the aforementioned notice and all items herein, and I consent to authorize the collection, processing and use of my personal information related to any necessary items within a reasonable scope.

I understand this consent form is in compliance with the Personal Data Protection Act and related legal requirements, and will be retained and checked for later use.

Signature or seal: _____