

**慈濟學校財團法人慈濟大學**  
**考生暨入學學生之個人資料蒐集、處理及利用告知事項**

Tzu Chi University

Disclosure of Collecting, Processing and Using Personal Information of  
Exam Takers/Students

- ◆ 依據「個人資料保護法」(以下簡稱個資法)，請詳細閱讀**慈濟學校財團法人慈濟大學**（以下簡稱本校）依個資法第 8 條及第 9 條規定所為以下「考生暨入學學生之個人資料蒐集、處理及利用告知事項」。
- ◆ The following detailed “Disclosure of Collecting, Processing and Using Personal Information of Exam Takers/Students” has been created by Tzu Chi University (TCU) in accordance to Articles 8 and 9 of the “Personal Information Protection Act” (the Law).
- ◆ 基於辦理招生考試相關之招生、試務，榜示、資(通)訊與資料庫管理、統計研究分析、錄取後之學生資料管理及相關或必要工作之目的所需，為了保障您的權益及幫助您瞭解本校如何蒐集及使用您個人資訊，請務必詳細的閱讀本聲明書之各項內容。
- ◆ Your personal information is collected for services related to entrance exams including application, taking of exams, notification of test scores, IT and database management, statistical analysis, and other related matters. The information will also be used for administering student’s data after enrolling in TCU, or fulfilling other University stated functions. For protecting your rights and to understand how TCU collects and uses your personal information, please read this disclosure thoroughly.

一、 機關名稱：**慈濟學校財團法人慈濟大學**

- I. Name of the institution where collecting, processing and using of personal information are conducted: TCU

二、 個人資料蒐集之目的：

- ◆ 於辦理入學考試相關之試務(134)，提供成績、招生、分發、證明使用之資(通)訊服務(135)，資(通)訊與資料庫管理(136)，教育相關調查、統計與研究分析(157)，學生(含畢、結業生)資料管理(158)，學術研究(159)、學生證等學籍，成績文件證明處理(168)，其他諮詢與顧問服務(182)及其他完成考生入學考試、學生輔導、畢業流向追蹤調查必要之工作或經考生同意之目的。
  - ◆ 本校蒐集您個人資料的目的在於進行本校招生考試相關之招生、試務、成績、榜示、資(通)訊與資料庫管理、各項統計調查與分析、錄取後之學生資料管理及完成入學招生考試相關或本校依法設立之法定義務作業使用。
- II. Purpose: Collecting applicant’s/student’s personal information is essential for TCU in administering the following listed functions.

- ◆ 1. C134: Conduct of entrance exams.
- 2. C135: Application, notification of test scores, notification of admission decision, and verification of document
- 3. C136: Maintenance of TCU databases, where the data is stored.
- 4. C157: Conduct of education related survey, statistical analysis, and research.
- 5. C158: Compilation of student records, enrollment history and graduation record.
- 6. C159: Registration of academic research records.
- 7. C168: Issuance of student ID card, diploma and transcript.
- 8. C182: Conduct of other counseling and advice services.
- 9. Other entrance exam related matters, student counseling, alumni contact or other matters in need upon student's consensus.
- ◆ In summary, the purpose of collecting your personal information is to manage the matters related to entrance exams including application, taking of exams, notification of test scores, IT and database management, statistical analysis, and other related matters. The information will also be used for administering student's data after enrolling in TCU, or fulfilling other University stated functions.

### 三、個人資料之蒐集方式/個人資料之來源：

- (一)透過考生報名參加本校獨立招生考試或各類聯合招生委員會提供考生個人資料/本校校級招生委員會、教育部、大學校院招收大陸地區學生聯合招生委員會、台灣公私立大學校院海外聯合招生委員會、技專校院招生委員會聯合會、大學招生委員會聯合會。
- (二)透過各類聯合招生委員會提供之當年度錄取生個人資料。
- (三)學生於研究所考試網路報名系統、學士後中醫學系報名系統及其他招生考試系統登錄或修改之各項相關資料。
- (四)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。
- (五)透過考生親送、郵遞或網路報名而取得考生個人資料。

### III. Personal information will be obtained through the following sources:

- 1. Information of exam takers which was provided by institutions hosting entrance exams.
- 2. Information of those passing entrance exams which was provided by institutions hosting entrance exams.
- 3. Online application information provided by exam takers for taking exams of TCU's Master's or Ph.D. program, Chinese Medicine program, or other program.
- 4. Various forms submitted by student for requesting TCU services related to student records, grades, curriculum, counseling, activities, scholarship, financial aid, or graduation.
- 5. Personal information submitted by exam takers in person, by mail or through internet.

### 四、個人資料之類別：

本校所蒐集之個人資料分為考生報名資料及學生基本資料兩類：

(一)考生報名資料：

1. 辨識個人者(C001)。
  2. 辨識財務者(C002)。
  3. 政府資料中之辨識者(C003)。
  4. 個人描述(C011)之性別、出生年月日、國籍。
  5. 家庭其他成員細節(C023)之監護人或緊急連絡人等。
  6. 移民情形(C033)之護照、居留證明文件。
  7. 意外或其他事故及有關情形(C040)。
  8. 學校紀錄(C051)、資格或技術(C052)。
  9. 著作(C056)。
  10. 學生、應考人紀錄(C057)。
  11. 現行之受僱情形(C061)、僱用經過(C062)、工作經驗(C064)、工作之評估細節(C071)、受訓紀錄 (C072)。
  12. 保險細節(C088)、健康紀錄(C111)。
- 前項各款個人資料類別，內容包括姓名、國民身分證或居留證或護照號碼、生日、相片、性別、教育資料、緊急聯絡人、住址、電子郵遞地址、聯絡資訊、轉帳帳戶、低收入戶或中低收入戶證明方式等。
- ◆ 申請特殊應考服務：除上開基本資料外，另加申請特殊應考服務考生(身心障礙考生、突發傷病考生等)所需之殘障手冊號碼、應考人紀錄、健康紀錄 (詳見個人資料類別代號：C003、C057、C111)。

(二)學生基本資料：

1. 辨識個人者(C001)。
2. 辨識財務者(C002)。
3. 政府資料中之辨識者(C003)。
4. 個人描述(C011)之性別、出生年月日、國籍。
5. 家庭其他成員細節(C023)之監護人或緊急連絡人等。
6. 移民情形(C033)之護照、居留證明文件。
7. 學校紀錄(C051)、資格或技術(C052)。
8. 保險細節(C088)。

前項各款個人資料類別，內容包括姓名、國民身分證或居留證或護照號碼、生日、相片、性別、教育資料、緊急聯絡人、住址、電子郵遞地址、聯絡資訊、轉帳帳戶、低收入戶或中低收入戶證明方式等。

IV. Codes assigned to identify various types of information:

1. Exam taker's information:
  - (1) C001 – individual's identification.
  - (2) C002 – financial profile.

- (3) C003 - governmental data identifier.
- (4) C011 - demographic description, i.e., gender, date of birth, ethnicity, nationality.
- (5) C023 – family members, i.e., guardian, parents, contact person in case of emergency.
- (6) C033 - immigration status, i.e., passport, residency proof document.
- (7) C040 - accident
- (8) C051 - school record, C052 - credential or skill.
- (9) C056 – publication
- (10). C057 – student, exam taker
- (11). C061 – current employment, C062 – employment history, C064 – work experience, C071 – detailed work evaluation, C072 – training records.
- (12). C088 – insurance policy, C111 – health record

The above mentioned information includes name, ID number, ARC number, passport number, date of birth, photo, gender, education background, emergency contact, physical address, email address, phone number, family profile, bank account number, and low-income household proof.

- ◆ For exam takers who are physically or mentally impaired, or have sudden illness before or during exam period, TCU will request three additional information: proof or ID card, exam taker’s record, and personal health record (C003 、 C057 、 C111.)

## 2. Student’s information:

- (1) C001 – individual’s identification.
- (2) C002 – financial profile.
- (3) C003 - governmental data identifier.
- (4) C011 - demographic description, i.e., gender, date of birth, ethnicity, nationality.
- (5) C023 – family members, i.e., guardian, parents, contact person in case of emergency.
- (6) C033 - immigration status, i.e., passport, residency proof document.
- (7) C051 - school record, C052 - credential or skill.
- (8) C088 – insurance policy

The above mentioned information includes name, ID number, ARC number or passport number, date of birth, photo, gender, education background, emergency contact, physical address, email address, phone number, family profile, bank account number, and low-income household proof.

## 五、個人資料處理及利用：

(一)個人資料利用之期間：

- 1.學生(含畢、結業生)之學籍(含學期成績)資料永久保存。
- 2.考生個人資料及相關試務(含成績)資料，除法令或中央事業主管機關另有規定外，以上開蒐集目的完成所需之期間為利用期間。錄取後之學生資料將依本校學則以及相關規定保存。

(二)個人資料利用之地區：台灣地區(包括澎湖、金門及馬祖等地區)或經考生授權處理、利用之地區。

(三)個人資料利用之對象：除本校外，尚包括本於完成上開蒐集目的之相關合作單位，包含教育部或其他學術研究機構等。

(四)個人資料利用之方式：

1.考生資料部分：

- (1)入學考試期間之試務作業、考試成績與相關資訊之發送通知，提供作為試務、錄取、分發、報到、查驗等作業，考生(或家長、監護人、緊急連絡人)之聯絡，基於試務公信的必要揭露與學術研究及其他有助上開蒐集目的完成之必要方式。
- (2)利用您的個人資料於本校內部各項管理所需之登記及聯繫方式登載，包括各項資訊服務所需進行之個人聯繫資料登記，因考生試務所必需之通訊及緊急聯絡名單之建立。
- (3)利用您的個人資料於試務公信之必要揭露(榜示)與學術研究及其他有助上開蒐集目的完成之必要方式。
- (4)利用您的個人資料於依法令或遵照教育部及主管機關、司法機關依法所為之要求，依其法定職掌調閱與利用時。
- (5)利用您的個人資料於申訴處理及成績複查作業。
- (6)利用您的個人資料於配合辦理各項校務之委外機構進行處理、遞送、費用繳納等。
- (7)申請特殊應考服務考生健康紀錄之相關應考人資料，僅供本校提供應考服務之依據，不作為其他用途。

2.學生資料部分：

- (1)學生在學期間之課務、成績、學籍、輔導作業，學期成績及預警資訊之發送通知，學生及家長監護人之聯絡等。
- (2)學生畢(結)業離校後之流向追蹤輔導及邀請畢業校友參與學校辦理之學術、聯誼活動等。
- (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。

3.未入學學生資料部份：

為統計或學術研究而有必要，資料將去識別化後進行相關之校務研究。

4.其他為達前述蒐集個資之目的所需的必要方式。

## V. Scope of Use of Collected Personal Information.

### 1. Time period

- 1) Academic record will be kept permanently for all students enrolled.

Applicant's information, including examination score, is to be used only for the stated purpose, unless otherwise instructed by authorized government agencies. Once admitted and registered to TCU, the use of such information will follow TCU's own guidelines.

2. Geographic areas affected

Taiwan, including Penghu, Kinmen and Matsu or other areas authorized by those who took entrance exams.

3. Institutions sharing the information

Ministry of Education, and other academic research institutes with need to perform such stated purposes.

4. Designated functional process

(1) Exam taker's information:

- i. Notifications for exam takers on exam matters, test scores, admissions, registration, and verification; contact information of exam taker, parents, guardian or contact person in case of emergency; academic research or other required information.
- ii. Essential information including exam taker's personal information and contact person in case of emergency.
- iii. Announcements of admission decisions, conducts of academic research, or other means needed for purposes of collection.
- iv. Compliances with requests from the Ministry of Education, judicial branch agencies, or other government agencies.
- v. Resolution of exam taker's complaint or handling of request for review of test scores.
- vi. Facilities for processing, document delivery, and fee payment conducted by outsourcing entities.
- vii. Verifies for exam takers who are mentally or physically impaired, or who have sudden illness before or during exam period. Their health records are solely used for this service.

(2) Student's information:

- i. Notifications for enrolled students on academic matters, activities, status, tutoring, libraries access, pre-warning on marginal grade. Communication with student's parent(s) or guardian.
- ii. Communication with alumnus in regard to continuous association and invitation to academic or social events.
- iii. Survey conducted by Ministry of Education or its authorized agencies and subsequent statistics analysis.

(3) Applicant's information (non TCU student):

University will, after removing all personal identifiers, use it in conducting institutional research to meet statistical or academic requirement.

(4) Other means necessary to achieve the above designated functions.

六、考生如未提供真實且正確完整之個人資料，將導致無法進行考試報名、緊急事件無法聯繫、考試成績無法送達等等，影響考生考試、後續試務與接受考試服務之權益。學生如未提供真實且正確完整之個人資料，將導致學籍資料不完整、緊急事件無法聯繫、學期成績無法送達等等。

VI. For exam takers, missing personal information could present risk of not completing the registration, hindering notification of emergency matter, or failing to receive test scores. For enrolled students, incomplete data could jeopardize student's record, hinder notification of emergency matters, or lose delivery of grades.

七、考生及學生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，應即檢附相關證明文件送交本校教務處註冊組辦理更正。

VII. Each exam taker or student is responsible for the accuracy of all information provided. Should correction or update be needed, proof of authentication is required when submitting to the Office of Academic Affairs for correction.

八、本校得依法令規定或主管機關或司法機關依法所為之要求，將個人資料或相關資料提供予相關主管機關或司法機關。

VIII. Upon request from authorized government agencies or law enforcement agencies, TCU will provide student information as requested.

九、個人資料之權利及權益：您依法得行使個人資料保護法第 3 條之個人權利，但因本校執行職務或業務所必須者，本校得拒絕之。權利之行使方式請洽本校教務處註冊組聯絡窗口。若因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。

IX. Exam taker or student has rights towards his/her own personal information, and he/she may exercise these rights according to Article Three of the Law. TCU reserves the right to reject such request when it interferes with TCU's business functions; details of how to exercise such request can be obtained through TCU's Office of Academic Affairs; TCU bears no responsibility should any damage occur to the exam taker or student's rights as a consequence from such request.

十、考生得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。考生行使上述權利時，須以書面方式與本校聯絡並檢具身分證明文件向本校教務處註冊組辦理(相關聯絡方式請詳見招生簡章)。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。

- X. Exam taker has the following rights towards his/her own personal information:
- 1). request, browse, update, and correction;
  - 2). request for photo copies;
  - 3). request for stop of collecting, processing, using or removal of personal information.
  - 4). details of how to exercise such request can be obtained through TCU's Office of Academic Affairs;

Exam takers shall submit required documents, please read "Admission Instructions for International Students" for details.

十一、除法令另有規定或主管機關另有要求外，考生如提出停止蒐集、處理、利用或請求刪除個人資料之請求，經評估會妨礙本校執行職務或完成上開蒐集目的，或導致本校違背法令或主管機關之要求時，本校得繼續蒐集、處理、利用或保留個人資料。

- XI. Should exam taker request for stop of collecting, processing, using or removal of personal information, TCU shall do it accordingly except:
- 1). request from authorized government agencies or law enforcement agencies for TCU to submit exam taker's personal information.
  - 2). stop of collecting, processing, using or removal of personal information will interfere TCU to meet the above mentioned request.

十二、本校各項通知(如資格審核、成績、面試、放榜等)之被通知人，大學部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，請向教務處註冊組提出申請。

- XII. For exam taker or student under age 20, all notifications (relating to qualification check, test score or semester grade, interview, admission) will be delivered to their designated guardian. The guardian has the right to make the same requests as stated in Article X in this disclosure. Student may request, through the Office of Academic Affairs, a change of notification recipient to his/her self upon reaching age 20.