

Privacy Policy Statement					
File no.	PIMS-D-002	Security Classification	RESTRICTED	Version	1.1

## **Privacy Policy Statement**

### **I. Purpose**

The privacy policy statement has identified the most important guidelines regarding personal information and its protection along with the management of privacy, in order to regulate the procedure of collecting, processing or using personal information, facilitating the appropriate use of personal information and stating the importance of safeguarding all personal information and privacy. The statement was written to establish a safe and reliable information service, to secure the performance of official duties that fulfill the requirements of all related laws, to maintain the operation of official duties, to reduce the risk of inappropriate exposure of personal information and to further safeguard the rights of relevant personnel, secure the protection of personal information and information safety and provide long-term service.

### **II. Goal**

1. To eliminate incidents that expose protected information; to ensure that the activities pertaining to the collection, process, and use of personal information conform with confidentiality, integrity and availability when external official duties and internal administration work are required.
2. To establish a standard operation procedure relevant to the protection of personal information with regard to human and system error; to reinforce colleagues' safety consciousness of personal information protection.
3. To protect personal information, kept in confidence, from being used improperly with intent or illegality, and to reduce the risk of damage from hackers and viruses.

### **III. Scope of Application**

This statement applies to activities including the collecting, processing and use of personal information concerned with the execution of official projects and internal administration work of employees, contract employees, outsourcing staff and providers.

### **IV. The Collection, Process, and Use of Personal Information**

1. Personal information is collected to carry out official duty projects and internal administration work. There exists a validating correlation between the collection process and the specific-purpose use of all personal information except where the law has other rules or the person concerned consents to share personal information.

Personal information should be processed in an appropriate, relevant, moderate, fair, and legal way.

2. Personal information cannot be used except for some specific purpose in the following situations:

- (1) Expressly stipulated in writing by law.
- (2) To advance the public interest.
- (3) To protect the person concerned from endangering his or her life, body, freedom, or property.
- (4) To avoid serious damage to another's rights.
- (5) To be used as statistics or academic research for the public interest by governmental institutions or academic research institutions; all data should be anonymous.
- (6) To be authorized by the person concerned in writing.

#### V. The Protection of Personal Information

1. An organization to protect personal information will be established to clearly define the responsibilities and obligations of relevant personnel, and build a system to execute the management of personal information.

2. Considering the Personal Information Protection Act and relevant law requirements, a risk assessment of personal information will be undertaken regularly, and appropriate safety measurements will be adopted to fully fulfill the responsibility of protecting personal information appropriately.

3. Personal information will be kept confidential except at the request of the person concerned or in the following situations:

- (1) Required by judicial institutions, control institutions, or police administration agencies for investigating crime or examining evidence.
- (2) Required by other governmental institutions that have validating reasons to exercise public rights.
- (3) Required by institutions concerning public safety of life for emergency assistance.

4. When individuals are given the right to save personal information, the access right is limited to the minimum that fulfills the needs of official duties, and to the extent that divisions of responsibilities and assessment of independence are undertaken.

5. When the specific purpose of collecting personal information no longer exists or the retention period of data expires, the relevant personal information will be deleted, halted or disused automatically or at the request of the person concerned. However, this may not be applicable when it is necessary for the fulfillment of a legal obligation

or performance of an official duty or when it is agreed by the person concerned in writing.

6. Training for personal information protection will be held regularly every year to enhance colleagues' safety consciousness of personal information protection.

7. Should the Personal Information Protection Act or relevant regulations of personal information be violated, violations shall be reported immediately and violators shall be punished according to relevant laws and regulations of human resources.

#### VI. The Rights of the Person Concerned

According to the Personal Information Protection Act and the requirements of relevant regulations, provide the person concerned with the following rights pertaining to the use of their personal information:

- (1) Request consultation or reading.
- (2) Request for making copies.
- (3) Request for addition or correction.
- (4) Request to discontinue the collection, process, and use.
- (5) Request deletion.
- (6) Request to stop profiling of data subject.
- (7) Data portability

Nonetheless, those that exercise legal positions or request operation requirement may be refused. Furthermore, it may lead to an impact on the relevant rights of the person concerned, provided the above-mentioned rights are exercised.

#### VII. Contact Information

The case officer handling affairs concerning personal information protection acts as the contact person, and is responsible for complaints about personal information, litigation, breach of personal information, and coordination regarding the affairs of personal information protection. Should you have any questions, you may contact the case officer via the following ways:

Contact phone number: (08)7703202#6022

Complaints email address: alex@mail.npust.edu.tw

#### References

Personal Information Protection Act and related decrees.