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| Privacy Policy Declaration (universal version) |
| File No. | NCHU-PIMS-D-026 | Confidentiality level | Internal use | Edition | 1.2 |

Privacy Policy Declaration **(**universal version**)**

1. Purpose

National Chung Hsing University (hereinafter as “NCHU”) has formulated these management guidelines to standardize operating procedures for data collection, processing, and proper use as well as demonstrate our determination to protect personal privacy. The purpose is to maintain legal compliance and operational continuity, reduce the risk of improper disclosure, protect stakeholder rights and interests, ensure safe practices, uphold our reputation, and provide trustworthy, sustainable information services.

2. Objectives

(1) Confidential, thorough, and proper personal data collection, processing, and use in external operations and internal administration to minimize incidence rate.

(2) Data protection SOPs to avoid leaks due to human error or accidents as well as raise employee awareness and understanding.

(3) Improper/illegal data use prevention to lower risks of access and damage by hackers, viruses, etc.

 3. Scope

Applicable to all NCHU employees, contractors, outsourcers, and suppliers who collect, process, and use personal data for business, academic research, or internal administration.

4. Collection, Processing, and Use

(1) Personal data collected, processed, and used by NCHU for business, academic research, or internal administration must be proper relevant, fair, lawful, and non-excessive with proof of consent unless otherwise stipulated or agreed by stakeholders.

(2) Personal data use may be for purposes specified below:

(i) In legal compliance

(ii) For national security or public interest
(iii) To eliminate danger to life, person, freedom, or property of stakeholders

(iv) To prevent significant harm to others’ rights and interests
(v) De-identified for statistics or academic research by a public agency or institution for public benefit

(vi) With consent by stakeholders

5. Protection

(1) NCHU has established an ad hoc organization with clearly defined duties to build and implement a personal data management system.

(2) In legal compliance with the *Personal Data Protection Act* and relevant regulations, we regularly assess risks and takes security measures to fulfill our duties.

(3) We shall keep personal data confidential unless required by stakeholders or by the following:

(i) By judicial, supervisory, or police authorities to investigate crimes or gather evidence.
(ii) By government agencies to legitimately exercise public authority.

(iii) By public safety agencies/institutions for emergency relief.

(4) We shall only grant the minimum access required for business and divide duties for independent review.

(5) When purposes are obsolete or retention period has expired, we shall erase or cease data processing and use on our own or as requested by stakeholders. This shall not apply when legal duties, business operations, or written consent are mandatory.

(6) We promote personal data protection with annual educational training to raise employees’ awareness.

(7) During violation of the *Personal Data Protection Act* or relevant regulations, we will immediately report for emergency response and enforce punishment under our personnel rules.

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6. Stakeholders’ Rights

(1) In compliance with the *Personal Data Protection Act* and relevant regulations, NCHU offers stakeholders the right to the following:

(i) To make an inquiry of and review their personal data

(ii) To request a copy of their personal data

(iii) To supplement or correct their personal data

(iv) To demand the cessation of the collection processing, or use of their personal data

(v) To erase their personal data

(2) Those who wish to exercise the aforementioned rights may fill out and submit a Personal Data Usage Application Form (not required for units with their own forms) to the relevant unit for processing.

(3) We may legally reject the stakeholder’s request to exercise their rights (in Paragraph 1).
(4) You may freely decide to provide your personal data. However, refusal, insufficient information for identification, fraudulent use, misappropriation, or falsification will result in the loss of your right to participate in relevant business activities.

7. Communication Channels

Please contact our Secretariat Office for complaints, grievances, leak reports, coordination, or communication on personal data protection matters via the following methods:
Phone: (04)22840204#1

Email: pims@nchu.edu.tw

8. Legal Basis

(1) *Personal Data Protection Act*

(2) *Enforcement Rules of the Personal Data Protection Act*