

國立政治大學學生個人資料蒐集處理利用說明

本說明書說明國立政治大學（以下簡稱本校）所蒐集到的學生個人資料之使用目的、處理、利用與保存期限，同時告知學生就其個人資料所能行使之權利。

一、本校蒐集學生個人資料之範圍及資料維護更新：

（一）蒐集學生個人資料之範圍：

1. 本校在中華民國個人資料保護法與相關法令之規範下，蒐集、處理及利用學生的個人資料。
2. 本校因執行業務所蒐集學生的個人資料包括個人基本資料、學籍資料、聯絡方式、特殊身分別、金融資料、緊急連絡資料、家庭情形、健康紀錄、教育歷程、個人經歷、汽/機車資料等資料。

（二）學生個人資料維護更新：

若學生的個人資料有任何異動，除通訊地址、聯絡電話以及英文姓名可於本校網站更新外，其餘請主動向本校各聯絡單位申請更正並附相關證明文件，使其保持正確、最新及完整。

二、本校蒐集學生個人資料之目的及處理利用期限：

（一）本校各單位基於教育輔導、校務行政之需，蒐集並處理利用學生的個人資料，主要利用地區為台灣地區，部份個資將因應學生境外交流之需求，可能擴至其他地區。

上述個資除法令有明文規定外，未經學生本人授權同意，不得查(調)閱，但公務機關因其法定業務需要進行查(調)閱則不在此限。

（二）當學生個人資料使用方式與當初蒐集的目的不同時，本校會在使用前先徵求學生書面同意，學生可以拒絕該目的外的利用，但可能因此喪失相關權益。

（三）本校基於學籍資料查證及學生各類證明文件發放之目的，相關個人資料為永久保存外，其餘個人資料利用的期限為蒐集之特定目的消失時，即停止處理利用。

三、學生個人資料維護義務及行使權利：

（一）學生於資料維護時，應提供正確、最新及完整的個人資料。若提供錯誤、不實、過時或不完整或具誤導性的資料，將損失相關權益。

（二）依中華民國個人資料保護法，學生得就個人資料申請行使以下權利：

- （1）請求查詢或閱覽。
- （2）製給複製本。
- （3）請求補充或更正。
- （4）請求停止蒐集、處理及利用。
- （5）請求刪除。

若學生欲執行上述權利時，請洽本校各資料聯絡單位連繫並依法辦理。

四、學生個人資料之保密

學生個人資料受到本校之保護及規範。本校如違反個人資料保護法規定或因天災、事變或其他不可抗力致學生的個人資料被竊取、洩漏、竄改、遭其他侵害者，將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知學生個資被侵害之事實及已採取之因應措施。

五、說明書內容之修改

本校修改說明書內容時，將於本校網頁(站)公告修改之事實，或個別通知學生。

附註：上述個人資料及各資料聯絡單位請參考[個人資料項目索引](#)。

National Chengchi University

Policy for Collection and Use of Personal Information of Students

This Policy outlines the purpose, processing, use, and term of retention of personal information of students collected by National Chengchi University ("the University"), and informs students of the scope of their personal information rights.

(I) The scope and maintenance updates of the University's collection of students' personal information and data maintenance updates:

(A) Scope of students' personal information collected:

1. The University collects, processes, and uses personal information of students' of the University pursuant to the regulations of the Personal Information Protection Act ("PIPA") of the Republic of China and other relevant laws and regulations.
2. The personal information collected for the purpose of implementation includes personal information, student records, contact information, classification, financial information, emergency contact information, family profile, health records, education history, personal experience, auto/motorcycle data, and other relevant information.

(B) Maintenance and updating of students' personal information:

In the event of any changes to a student's personal information — excluding mailing address, telephone number and English name, which can be updated via the University's website — students are requested to apply for the personal information to be corrected via the appropriate liaison unit with relevant supporting documents, to ensure personal information remains accurate, current, and complete.

(II) The purpose and term of retention for processing and use of students' personal information:

(A) The University collects and processes students' personal information for school-based education, counseling, and administration. Though the main use for students' personal information is within the Taiwan region, the use may be extended to other regions as required.

Except where explicitly provided otherwise by law, a student's personal information as referred to above shall not be read nor inspected without prior consent from the student. However, this does not apply to a government authority, which may read and inspect a student's personal information where it is obliged by law.

(B) When the ultimate use of a student's information differs from the original purpose, the University will first request written consent from the student prior to such use. The student may refuse to consent to the use; however, in such a case, the student may forfeit relevant rights and interest.

(C) For the purpose of school enrollment verification and to provide any authentication documents for all types of students, relevant personal information is stored permanently. The term of retention of other personal information will be terminated upon the cessation of the specific purpose(s) of collection.

(III) Students' obligation to maintain personal information and exercise of their rights:

(A) When maintaining personal information, students should ensure that all information provided is accurate, current, and complete. In the event that a student provides information that is false, inaccurate, outdated, incomplete, or misleading information, the student's relevant rights will be terminated.

(B) According to the Personal Information Protection Act of the Republic of China, students may take the following actions with respect to personal information:

- (1) request to query or read;
- (2) request a duplicate;
- (3) request to make an addition or correction.
- (4) request to stop collection, processing, and utilization.
- (5) request a deletion.

Students who wish to exercise any of the above rights may contact the relevant liaison unit to take appropriate action.

(IV) Confidentiality of students' personal information

Students' personal information is subject to the protection and rules of the University. In the event that the University violates the PIPA or causes a student's personal information to be stolen, leaked, tampered with, or other infringement due to an event other than a natural disaster, accident, or other act of force majeure, students will be given appropriate notice of the infringement including the subsequent measures taken by the University via telephone, letter, email, or internet bulletin.

(V) Modification of this Policy

In the event that the University modifies any content of this Policy, a notice will be posted on the University's webpage (or website) or students will be informed individually.

Note: For the aforementioned personal information and departments, please refer to the ["Personal Information Itemized Index"](#).

