

東海大學個資蒐集告知函

THU Declaration for Collecting, Processing and Using of Personal Information for Hiring Process

本校依個人資料保護法第 8 條規定，於蒐集您的個人資料時告知下列事項：According to Rule 8 of Taiwan's Personal Data Protection Act, THU here notifies new staff of the following:

一、 蒐集之機關名稱：東海大學

Organization: Tunghai University

二、 蒐集之目的：本校蒐集您個人資料的目的係為進行人員招募作業管理。法定之特定目的為：002 人事管理（包含甄選）。

The purpose of the collection of your personal data will be for hiring purposes only.

三、 蒐集個人資料類別：識別類(C001、C003)、特徵類（C011、C012、C013、C014）、家庭情形（C021、C022）、社會情況(C031 至 C040)、教育、考選、技術或其他專業（C051、C052）、受僱情形（C061、C062、C063、C064、C068）、健康與其他（C111）。如有自傳，個資類別(C001~C134)。

Personal information that THU collects includes but not limited to: Personal Info Form; Options for Tax Withholdings; Personal description (C001、C003); Personal identity（C011、C012、C013、C014）; Family background（C021、C022）; Social and civil information (C031 to C041); Education, accreditation, technical skills and other expertise（C051、C052）; Employment record（C061、C062、C063、C064、C068）; Health conditions and others (C111); and Autobiography description (C001~C134).

四、 利用期間、地區：本校將於台灣地區(包括澎湖、金門及馬祖等地區)利用您的個人資料；利用期間為招募至聘用期間。如您未於本次招募獲得聘用，本校將於 3 個月內保存您的個人資料以利相關職缺的通知。

When and where when using your personal information: Your personal information will be used for the hiring process in Taiwan (including Pescadores, Kinmen, and Mazu). If a position is not offered, your personal data will still be kept by Tunghai University for three months after the hiring is closed in order to inform you of other relevant job openings.

五、 利用方式及對象：本校將於上述期間利用您的個人資料進行各項聯繫及通知(電子郵件、電話、書面)

For and How when using your personal information: We will use it for contacting you and sending notices by email, phone, or in written form.

六、 個人資料之權利及權益：您得依個人資料保護法第 3 條就您的個人資料行使請求查閱、補充、更正、製給複製本及請求停止蒐集、處理、利用及請求刪除等權利，行使方式請洽本校人事室，電話:04-23590121#28300~28308。

According to Rule 3 of Taiwan's Personal Data Protection Act, you have a right to access, update, terminate, and delete your personal information. Please contact the Personnel Office at 04-23590121#28300~28308.

七、 本校於蒐集您的個人資料時，如有欄位未填寫，則可能對您的應聘甄審有所影響。

Failure to provide any personal data requested may affect hiring decisions made by Tunghai University.