個人資料蒐集告知條款及同意書

Personal Data Collection Notice and Consent Form

1. 長庚大學(以下簡稱本校)因人事任用、調任、薪資、考勤、晉升及投保等人事管理作業及其他各項機能管理作業需要，需蒐集、處理及利用員工之個人資料，包括但不限於姓名、身分證號、生日、性別、婚姻、學歷、帳戶資料、戶籍地址、聯絡位址、聯絡電話、其他足資證明或辨識個人資料之身分文件…等相關資料。

1. Chang Gung University (hereinafter referred to as "the University") needs to collect, process, and utilize personal data of employees for human resources management operations such as personnel appointment, transfer, salary, attendance, promotion, insurance, and other management operations. This includes but is not limited to personal information such as name, national ID card number, date of birth, gender, marital status, educational background, account information, registered household address, contact address, contact telephone number, and other identity documents or information sufficient to prove or identify individuals.

二、本校就教職員工所填具之上述資料(含應徵時填寫或繳交之資料)，僅供本校執行各項管理相關作業使用。本校依業務執行需要可向各級主管教育行政機關及有關單位辦理相關資訊之蒐集、利用及查詢。

2. The University will only use the above-mentioned data (including information filled out or submitted during application) of faculty and staff for the purpose of executing various management-related operations. The University may collect, use, and inquire about relevant information from educational administrative authorities at all levels and related units if necessary for business execution.

三、教職員工就其提供之個人資料得依個人資料保護法向本校請求查詢、製給複製本、補充更正、請求停止蒐集、處理、利用及刪除等權利。

3. Faculty and staff have the right, in accordance with the Personal Data Protection Act, to request the University to inquire about, provide copies of, supplement or correct their personal information, and request cessation of collection, processing, utilization, and deletion of such information.

四、如教職員工所提供之資料包含第三人之個人資料時，教職員工應確認該第三人已知悉本同意書所載之相關事項及權利，並擔保已取得第三人之同意授權本校依據本同意書之蒐集目的及使用期限，使用第三人之個人資料。

4. If the information provided by faculty and staff includes personal data of third parties, faculty and staff should ensure that the third party is aware of the relevant matters and rights stated in this consent form, and guarantee that they have obtained authorization from the third party to allow the University to collect and use the personal data of the third party according to the purposes and duration specified in this consent form.

五、本校蒐集之個人資料為本校執行各項管理相關作業所必須，若提供之資料不足或有誤時，本校將無法辦理任用、薪資、晉升及投保等各項管理作業。

5. The personal data collected by the University is necessary for the execution of various management-related operations. If the provided information is insufficient or inaccurate, the University will be unable to carry out operations such as employment, salary processing, promotion, and insurance enrollment.

六、教職員確保受僱前無”犯性侵害犯罪防治法第2條第1項之性侵害犯罪，經有罪判決確定。”或”有性侵害、性騷擾或性霸凌之行為，經認定不得擔任教育從業人員，且於該管制期間。”情事；如有隱匿經查證屬實，本校得立即不經預告以書面終止契約。

6. Before employment, employees must ensure that they have not been convicted of "sexual offenses as defined in Article 2, Paragraph 1 of the Sexual Assault Crime Prevention Act, with a final guilty verdict," or "behavior involving sexual assault, sexual harassment, or sexual bullying, deemed unfit for employment in the education sector, and during the period of such prohibition." If such circumstances are concealed and later found out to be true, the University reserves the right to terminate the contract immediately without prior notice in writing.

本人已充分瞭解上述告知事項並均予同意。

I have fully understood the above information and agree to all of it.

　　　　　　　　　　　　　　立同意書人：Signatory:

(本人親筆正楷中文簽名)

Handwritten signature in Chinese

中華民國　　年　　月　　日 Republic of China Year Month Day